

## Psychoeducational Assessment (PEA) Financial Contract

### Regional Assessment and Resource Centre (RARC)

Queen's University - Mackintosh-Corry Hall, Room B100  
 68 University Avenue – Kingston, ON K7L 3N6  
 P: (613) 533-6311 | F: (613) 533-6564 | E: [rarc@queensu.ca](mailto:rarc@queensu.ca)

Student Name: \_\_\_\_\_ College / University: \_\_\_\_\_

Student Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Fee for Psychoeducational Assessment: \$2,800

You may be eligible to receive full or partial funding for the assessment fee through using one or more of the following methods:

- Private Insurance Coverage (**must be used before BSWD/CSG-PDSE funds can be accessed**)
- Provincial and/or Federal OSAP Funding (BSWD/CSG-PDSE)
- Sliding Scale Fee (**only applicable to those who are ineligible for OSAP funding and who do not have insurance coverage**).

**Note:** *If you are unsure of your funding coverage, please register with your Student Accessibility Services Office for assistance.*

<b>Do you have private insurance coverage that covers psychological services/assessments? (i.e., through your school, parents'/guardians' and/or you or your spouse's work)</b>	
<input type="checkbox"/> Yes (Complete insurance information below)	<input type="checkbox"/> No (Proceed to page 2)

  

Does your insurance cover the full assessment fee indicated <span style="float: right;"> <input type="checkbox"/> Yes    <input type="checkbox"/> No         </span> above?
<b>If yes</b> , fill out the information below and select Option #1 on page 2.
<b>If no</b> , fill out the information below and select the applicable option on page 2.
<i>Please note that some insurance companies require a referral from your family doctor.</i>
Name of Insurance Company: _____
Amount Covered: _____
<b>If applicable:</b>
Name of Secondary Insurance Company: _____
Amount Covered: _____

# Financial Options

Please select **ONE** of the following financial options (*Payment must be provided at/by the first appointment*):

**Option # 1:**

Paying full assessment fee out-of-pocket (self, parent/guardian, or through insurance)

→ \$2,800

**Payment to be provided via cheque (payable to Queen's University), e-transfer (request sent from Queen's University), credit or debit.**

**Option # 2:**

Eligible for Provincial/Federal OSAP – BSWD/CSG-PDSE

→ \$2,800 (*if assessment reveals a permanent disability diagnosis*)

→ \$2,000 (*if assessment does not reveal a permanent disability diagnosis*)

- RARC will waive remaining fee if you have no insurance coverage or coverage is less than \$800

**Post-dated cheques for both amounts indicated above (payable to Queen's University) must be provided at/by the first appointment, or if unable to provide cheques, a minimum deposit of \$500 must be paid at/by the first appointment via e-transfer (request sent from Queen's University), credit, or debit.**

**Option # 3:**

Eligible for Federal OSAP – CSG-PDSE only

→ \$2,800 (*if assessment reveals a permanent disability diagnosis*)

→ \$500 or amount covered by insurance; whichever amount is greater  
(*if assessment does not reveal a permanent disability diagnosis*)

**Post-dated cheques for both amounts indicated above (payable to Queen's University) must be provided at/by the first appointment, or if unable to provide cheques, a minimum deposit of \$500 must be paid at/by the first appointment via e-transfer (request sent from Queen's University), credit, or debit.**

**Option # 4:**

Not eligible for OSAP funding (BSWD/CSG-PDSE)

→ Fee will be determined using the sliding scale chart attached, the provided notice of assessment/income tax return and if applicable, student's insurance coverage.

**Requirements:**

- Proof of OSAP ineligibility sent to [rarc@queensu.ca](mailto:rarc@queensu.ca) (letter or screenshot)
- Proof of income with most recent income tax return sent to [rarc@queensu.ca](mailto:rarc@queensu.ca)

## Late or No-Show Policy

If an appointment needs to be rescheduled, students are expected to provide 24 hours' notice prior to their scheduled appointment. If the student does not provide 24 hours' notice, a fee of \$200 will be charged. Furthermore, if a student is late 30 minutes or more, a charge of \$50 per 30 minutes will be charged. These fees are in addition to the agreed upon assessment fee.

As outlined above, I understand and agree to the Late or No-Show Policy, I agree to adhere to the instructions outlined in Financial Option # \_\_\_\_\_, and I will provide payment before my first appointment.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Sliding Scale Fee Chart

The Sliding Scale Fee Chart is used to determine maximum out-of-pocket assessment cost for students. Out-of-pocket means the amount a student will pay after insurance reimbursement has been taken into consideration.

Sliding Scale	
Net Income	Flat Rate
> \$150,000	\$2,800.00
\$130,000 - \$149,999	\$2,400.00
\$110,000 - \$129,999	\$2,100.00
\$90,000 - \$109,999	\$1,800.00
\$70,000 - \$89,999	\$1,500.00
\$50,000 - \$69,000	\$1,200.00
\$30,000 - \$49,999	\$ 900.00
\$10,000 - \$29,999	\$ 700.00
< \$10,000	\$ 500.00