



Referral Checklist

Regional Assessment and Resource Centre (RARC) & Mobile Assessment Team (MAT)

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

Please complete and submit the following documents via SecureDocs.

Go to www.securedocs.ca and register for a free account to send to rarcmat@queensu.ca

Required Documents:

MAT Financial Contract

- If the student is OSAP eligible or was OSAP eligible in the previous academic year, and the BSWD/CSG-PDSE funding application deadline has been missed, or is not yet open, the **RARC MAT Promise to Apply for OSAP and BSWD** form will also be required.

Intake Information Form

RARC Questionnaire (including handwritten short story and retrospective checklist)

Supporting Documents, if available (i.e., report cards, transcript(s), and if applicable, previous assessment report(s), IEP's, etc.)

Late or No-Show Policy Form

Letter or email to rarcmat@queensu.ca providing reason for the referral