RARC MAT Psychoeducational Assessment (PEA)
Referral Checklist and Financial Contract

	George Brown College	
Name of Student	Name of School (College or University)	Student Number
Program	Length of Program (Years)	Year in program (1st, 2nd, 3rd, etc.)
Permanent Home Address	City	Postal Code
Email Address	Cell Phone	Home Phone

Complete and submit the following:

- ☐ Referral Checklist and Financial Contract (this form, signed and dated)
- ☐ RARC Screener Questionnaire (RARC Q)
- ☐ RARC/MAT Late or No Show Policy form
- ☐ Provide **copies** of previous assessments and report cards (if available)

Do you have insurance coverage (through your school, parents or your/your spouse's work) that covers psychological assessments? Please note, some insurance companies require a family doctor referral upfront.

☐ Yes	☐ No
If yes, complete Form A: Insurance Coverage What amount is covered? $ _____ Name of Insurance Company: _____	**If no, complete Form B: No Insurance Coverage**

Financial Parameters:

- **You are required to declare your insurance eligibility status above.**
- Complete either **Form A: (indicating you have Insurance Coverage)** OR **Form B: (indicating you do not have Insurance Coverage)** and select the financial option (1-4) that applies.
- Students who are seeking funding need to apply for OSAP or complete **RARC/MAT Promise to Apply for OSAP and Bursary for Students with Disabilities (BSWD)** form (if OSAP application is unavailable).
- All **cheques are to be made payable to the Psychologist or to Queen's University** (if cheque is made payable to **Queen's University**, no other words can be added to the 'payable line').
- Cheques will be cashed after assessments have been completed, and BSWD/Insurance funds have been confirmed. If two cheques are provided upfront, only the cheque which corresponds to the outcome will be cashed (eg, if an LD diagnosis is made, the higher value cheque will be cashed; if no LD diagnosis is made, the lower value cheque will be cashed).
- Cheques can be post-dated 2 months from the date of the first appointment. If unable to provide cheques, students who are federally funded or who are paying on the sliding fee scale will be required to pay $500 cash/debit (non-refundable) at their first appointment.
- RARC will waive any remaining fee not covered by the Canada Student Grant (CSG-PDSE)/BSWD or insurance.

Form A: Insurance Coverage

Financial Options: Choose one option and prepare payment as outlined (note: two cheques may be required)

☐ **1. Paying full fee (self or parent/guardian paying)**

- ✓ $2,400 cheque/cash to practitioner

☐ **2. Provincial and Federal OSAP BSWD/CSG-PDSE eligible ($2,400)**

- ✓ $2,400 cheque/cash to practitioner *(cheque cashed if assessment reveals an LD diagnosis)*
- ✓ $2,000 cheque/cash *(cheque cashed if assessment reveals no LD diagnosis)*
  - RARC will waive remainder if insurance coverage is less than $400

☐ **3. Federal CSG-PDSE ($1,700) eligible only**

- ✓ $1700 cheque/cash to practitioner *(cheque cashed if assessment reveals an LD diagnosis)*
- ✓ $500 cheque/cash *(cheque cashed if assessment reveals no LD diagnosis)*

☐ **4. Not eligible for CSG-PDSE or OSAP BSWD**

- ✓ Send letter/screen shot of ineligibility for OSAP to rarcmat@queensu.ca
- ✓ Student/Counsellor emails proof of income (most recent income tax return) and amount that corresponds to the income on the Sliding Fee Scale and sends to rarcmat@queensu.ca for approval
- ✓ Student provides cheque/cash for the eligible amount of coverage

Sliding Fee Scale	
Net Income	**Psychoeducational Assessment Flat Rate**
> $150,000	$2,400.00
$125,000-$149,999	$2,100.00
$100,000-$124,999	$1,800.00
$80,000-$99,999	$1,500.00
$70,000-$79,999	$1,200.00
$50,000-$69,999	$ 900.00
$30,000-$49,999	$ 700.00
$10,000-$29,999	$ 600.00
< $10,000	$ 500.00

I agree to pay the amount outlined in the Financial Option **#____** (identify which financial option chosen i.e. 1-4) and bring the documentation (RARC Q, No Show Form, etc.) to my first appointment.

_____ _____ _____

Name of Student Signature Date

Name of Practitioner Completing Assessment: _____

Next Steps:

- Consultant/Learning Strategist sends referral e-mail (attaching this completed document) to rarcmat@queensu.ca
- RARC determines the fee and informs practitioner, student & Consultant/Learning Strategist. Once approval has been given, the consultant provides the practitioner contact information to the student.
- Student contacts the practitioner and brings cheques/cash payment, RARC Q, RARC/MAT Late or No Show Policy form and all other documentation to the first appointment.
- At the conclusion of the assessment, detailed invoices/receipts will be provided.
- **Note: Students are responsible for providing the invoice/receipt to their insurance provider/Financial Aid Office for reimbursement.**

Form B: No Insurance Coverage

Financial Options: Choose one option and prepare payment as outlined (if 2 cheques are requested, only one will be cashed, depending on the outcome)

Preapproval Not Required

☐ **1. Paying full fee (self or parent/guardian paying)**

- ✓ $2,400 cheque/cash to practitioner

☐ **2. Provincial and Federal CSG-PDSE/OSAP BSWD eligible ($2,400)**

- ✓ $2,400 cheque/cash to practitioner *(cheque cashed if assessment reveals an LD diagnosis)*
- ✓ $2,000 cheque/cash *(cheque cashed if assessment reveals no LD diagnosis)*

☐ **3. Federal CSG-PDSE ($1,700) eligible only**

- ✓ $1700 cheque/cash to practitioner *(cheque cashed if assessment reveals an LD diagnosis)*
- ✓ $500 cheque/cash *(cheque cashed if assessment reveals no LD diagnosis)*

☐ **4. Not eligible for CSG-PDSE or OSAP BSWD and student has no insurance coverage**

- ✓ Send letter/screen shot of ineligibility for OSAP to rarcmat@queensu.ca
- ✓ Student/Counsellor emails proof of income (most recent income tax return) and amount that corresponds to the income on the Sliding Fee Scale and sends to rarcmat@queensu.ca for approval
- ✓ Provide cheque/cash in approved amount

Sliding Fee Scale	
Net Income	**Psychoeducational Assessment Flat Rate**
> $150,000	$2,400.00
$125,000-$149,999	$2,100.00
$100,000-$124,999	$1,800.00
$80,000-$99,999	$1,500.00
$70,000-$79,999	$1,200.00
$50,000-$69,999	$ 900.00
$30,000-$49,999	$ 700.00
$10,000-$29,999	$ 600.00
< $10,000	$ 500.00

I agree to pay the amount outlined in the Financial Option **#____** (identify which financial option chosen i.e. 1-4) and bring the documentation (RARC Q, No Show Form, etc.) to my first appointment.

Name of Student _____ Signature _____ Date _____

Name of Practitioner Completing Assessment: _____

Next Steps:

- Counsellor sends referral e-mail (attaching this completed document) to rarcmat@queensu.ca
- If Option 1-3 applies, Consultant/Learning Strategist provides contact information for the practitioner to the student.
- If Option 4 applies, RARC determines the fee and informs the practitioner, student & Consultant/Learning Strategist. Once approval has been given, the Consultant/Learning Strategist provides practitioner contact information to the student.
- Student contacts the practitioner and brings cheques/cash payment, RARC/MAT Late or No Show Policy form and all other documentation to the first appointment.
- At the conclusion of the assessment, detailed invoices/receipts will be provided.
- **Note: Students are responsible for providing invoice/receipt to Financial Aid Office for reimbursement.**