

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

Georgian College

Name of Student	Name of School (College or University)	Student Number
Program	Length of Program (Years)	Year in program (1 st , 2 nd , 3 rd , 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
- Class Schedule
- 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

If yes, complete [Form A: Insurance Coverage](#)

What amount is covered? \$ _____

Name of Insurance Company: _____

No

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').
- If cheques are provided they will be cashed after the assessment has been completed and the outcome is revealed.
- 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/credit (non-refundable) at their first appointment. If paying by credit the student will call RARC at 613-533-6311 to make payment.
- 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 will be paid by Georgian College (*if assessment reveals an LD diagnosis*)
- ✓ \$2,000 will be paid by Georgian College (*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 will be paid by Georgian College (*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 rarc@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 rarc@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

Next Steps:

- Student prepares documentation as outlined in the given step.
- Advisor sends documentation to rarc@queensu.ca for approval.
- Once approval has been given and fee determined advisor sends referral e-mail (attaching this completed document) to rarc@queensu.ca.
- If the student is paying full fee cheques are made payable directly to Queen’s University.
- If the student is making a partial payment then cheques are made payable to Queen’s University.
- Advisor sends cheques/payment (if applicable), RARC Q, RARC/MAT Late or No Show Policy form and all other documentation to RARC to the attention of Anita Pennell/Heidi Galloway-Bourgoin.

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)

- | | |
|---|----------|
| <input type="checkbox"/> 1. Paying full fee (self or parent/guardian paying)
✓ \$2,400 cheque/cash to practitioner | Required |
| <input type="checkbox"/> 2. Provincial and Federal CSG-PDSE/OSAP BSWD eligible (\$2,400)
✓ \$2,400 will be paid by Georgian College (if assessment reveals an LD diagnosis)
✓ \$2,000 will be paid by Georgian College (if assessment reveals no LD diagnosis) | |
| <input type="checkbox"/> 3. Federal CSG-PDSE (\$1,700) eligible only
✓ \$1700 will be paid by Georgian College (if assessment reveals an LD diagnosis)
✓ \$500 cheque/cash (cheque cashed if assessment reveals no LD diagnosis) | |
| <input type="checkbox"/> 4. Not eligible for CSG-PDSE or OSAP BSWD and student has no insurance coverage
✓ Send letter/screen shot of ineligibility for OSAP to rarc@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 rarc@queensu.ca for approval
✓ Provide cheque/cash in approved amount | |

Preapproval Not

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

Next Steps:

- Student prepares payments as outlined in the given step.
- Advisor sends referral e-mail (attaching this completed document) to rarc@queensu.ca.
- If the student is paying full fee the cheque is made payable directly to Queen’s University.
- If the student is making a partial payment then cheques are made payable to Queen’s University.
- Advisor sends cheques/payment (if applicable), RARC Q, RARC/MAT Late or No Show Policy form and all other documentation to RARC to the attention of Anita Pennell/Heidi Galloway-Bourgoin.