

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

Name of Student		Queen's University	Name of School (College or University)	Student Number
Program	Length of Program (Years)	Year in program (1 st , 2 nd , etc.)		
Permanent Address	City	Postal Code		
E-mail Address	Cell Phone	Home Phone		

Please complete the following steps for your referral to the RARC:

1. **IDENTIFY** your financial option (1-6 on page 2) **and SIGN** the back of this form
2. **COMPLETE** and sign the **"NO-SHOW"** form in the referral package
3. **COMPLETE** the RARC Questionnaire (**RARC-Q**) in the referral package or on-line:
<https://www.queensu.ca/rarc/assessment-services/rarc-students-southeastern-ontario/forms>
4. **PRINT** a copy of the completed **RARC-Q** if completed on-line
5. Download and print a copy of your **CLASS SCHEDULE** from Solus
6. Collect copies of **past report cards** (K-8, year-end; 9-12, semester-end), **transcripts, previous assessments**, and **last IEP** (if available/applicable)

Note: Instructions for obtaining copies of documents can be found here:

<https://www.queensu.ca/rarc/sites/webpublish.queensu.ca.rarcwww/files/files/Obtaining%20Documentation%20June%202019.docx.pdf>

7. Please bring the following referral package items to the Intake Coordinator at Queen's Accessibility Services (QSAS).
 - This form—both sides completed, signed and dated
 - NO SHOW form completed and signed
 - Class Schedule
 - Completed RARC-Q
 - Copy of all Previous assessments (if applicable)
 - Copy of report cards/transcripts and last IEP (if applicable/available)

Financial Options: Choose which option applies to you (only 1 option will apply):

Note: Students who are not paying the full fee on their own need to apply for OSAP.

<https://osap.gov.on.ca/OSAPSecurityWeb/public/login.xhtml?lang=en>

Please make cheques payable to Queen’s University. Cheques can be post-dated 2 months from date of first appointment.

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

- ✓ \$2,400 cheque/cash payable to Queen’s University

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

- ✓ \$2,400 cheque/cash payable to Queen’s University (*cash* if assessment reveals an LD diagnosis)
- ✓ \$2,000 cheque/cash payable to Queen’s University (*cash* if assessment reveals no LD diagnosis)

3. Federal CSG-PDSE (\$1,700) eligible only and student has no insurance coverage

- Student provides 2 post-dated cheques or cash payable to Queen’s University
 - ✓ \$1,700 cheque (*cash* if assessment reveals an LD diagnosis)
 - ✓ \$500 cheque/cash (*cash* if assessment reveals no LD diagnosis)

4. Federal CSG-PDSE (\$1,700) eligible only and student has insurance coverage

- Student provides 3 post-dated cheques or cash payable to Queen’s University
 - ✓ \$500 cheque/cash
 - ✓ \$1,700 cheque
 - ✓ _____ Cheque/Cash (Record the amount of the insurance coverage) RARC will waive remaining of fee

5. Not eligible for OSAP/BSWD/CSG-PDSE and student has no insurance coverage

- Reduction of Fee will be discussed at RARC according to Sliding Scale Below;
- Proof of Income will be required

6. Not eligible for OSAP/BSWD/CSG-PDSE and student has insurance coverage

- Reduction of Fee will be discussed at RARC according to the Sliding Fee Scale Below;
- Proof of Income will be required
- Record the amount of insurance coverage \$_____ (To be paid at first appointment)

NOTE: A detailed receipt will be provided at the Feedback appointment for submission to insurance company.

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 adhere to the instructions outlined in Financial Option #_____ (as described above) and bring the completed RARC Referral Package to the Intake Coordinator at QSAS.

Name of Student

Signature of Student

Date