

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

St. Lawrence 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
- 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.	
<input type="checkbox"/> Yes <p style="text-align: center; color: blue;">If yes, complete Form A: Insurance Coverage</p> <p>What amount is covered? \$ _____</p> <p>Name of Insurance Company: _____</p>	<input type="checkbox"/> No <p style="text-align: center; color: purple;">If no, complete Form B: No Insurance Coverage</p>

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 will be paid by St. Lawrence College (*if assessment reveals an LD diagnosis*)
- ✓ \$2,000 will be paid by St. Lawrence College (*if assessment reveals no LD diagnosis*)
 - RARC waive remainder if coverage is less than \$400

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

- ✓ \$1700 will be paid by St. Lawrence 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

Name of Practitioner Completing Assessment: _____

Next Steps:

- Counsellor/Accessibility Advisor or Donna Makosky sends referral e-mail (attaching this completed document) to rarc@queensu.ca.
- Once approval has been given, the Counsellor/Accessibility Advisor provides the referral package to Donna Makosky and couriers it to Anita Pennell/Heidi Galloway-Bourgoin at RARC.
- Anita Pennell/Heidi Galloway-Bourgoin will contact the student to schedule testing appointments.

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)

- 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 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

Required

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

Name of Practitioner Completing Assessment: _____

Next Steps:

- If option 1-3 matches your situation, student prepares payments as outlined in the given step.
- Counsellor/Accessibility Advisor provides referral package (payment - if applicable, RARC-Q, No-show form, class schedule and any additional documentation) to Donna Makosky to send by courier to Anita Pennell/Heidi Galloway-Bourgoin at RARC (including this completed document).
- If option 4 applies then Counsellor/Accessibility Advisor sends documentation to rarc@queensu.ca for approval.
- Once approval has been given, the Counsellor/Accessibility Advisor provides the referral package to Donna Makosky and couriers it to Anita Pennell/Heidi Galloway-Bourgoin at RARC.
- Anita Pennell/Heidi Galloway-Bourgoin will contact the Student Success Coordinator to schedule testing appointments.