

# RARC MAT Autism Spectrum Disorder Assessment (ASD)

## Referral Checklist and Financial Contract

### Trent University

Name of Student	Name of School (College or University)	Student Number
Program	Length of Program (Years)	Year in program (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 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 Screening Questionnaire (RARC-Q)
- RARC/MAT Late or No Show Policy form
- Provide **copies** of previous assessments and report cards (if available)

<p><b>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.</b></p>	
<p><input type="checkbox"/> <b>Yes</b></p> <p style="text-align: center;"><b>If yes, complete <a href="#">Form A: Insurance Coverage</a></b></p> <p>What amount is covered?    \$ _____</p> <p>Name of Insurance Company: _____</p>	<p><input type="checkbox"/> <b>No</b></p> <p style="text-align: center;"><b>If no, complete <a href="#">Form B: No Insurance Coverage</a></b></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').
- If cheques are provided they will be cashed after the assessment has been completed and the outcome is revealed.
- 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)**

- ✓ \$2,800 cheque/cash to practitioner

**2. Provincial and Federal OSAP BSWD/CSG-PDSE eligible (\$2,800)**

- ✓ \$2,800 will be paid by Trent University (if assessment reveals an LD diagnosis)
- ✓ \$2,000 will be paid by Trent University (if assessment reveals no LD diagnosis)
  - RARC waive remainder if coverage is less than \$800

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

- ✓ \$1700 will be paid by Trent University (if assessment reveals an LD diagnosis)
- ✓ \$500 will be paid by Trent University (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](mailto: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](mailto:rarc@queensu.ca) for approval
- ✓ Student provides cheque/cash for the eligible amount of coverage

Sliding Fee Scale	
Net Income	ASD Assessment Flat Rate
> \$150,000	\$2,800.00
\$125,000-\$149,999	\$2,500.00
\$100,000-\$124,999	\$2,300.00
\$80,000-\$99,999	\$2,000.00
\$70,000-\$79,999	\$1,700.00
\$50,000-\$69,999	\$1,400.00
\$30,000-\$49,999	\$1,100.00
\$10,000-\$29,999	\$ 800.00
< \$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:

- Trent sends completed referral package to RARC (2 weeks before testing)
- Once approval has been given and fee determined, student gives cheque or money order to practitioner.
- If student is not OSAP BSWD/CSGE eligible, they will be invoiced directly by RARC for the assessment fee.

# 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)**

- ✓ \$2,800 cheque/cash to practitioner

**2. Provincial and Federal CSG-PDSE/OSAP BSWD eligible (\$2,800)**

- ✓ \$2,800 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 bill for insurance and waive remainder if coverage is less than \$800

**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](mailto: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](mailto:rarcmat@queensu.ca) for approval
- ✓ Provide cheque/cash in approved amount

Preapproval Not Required

Sliding Fee Scale	
Net Income	ASD Assessment Flat Rate
> \$150,000	\$2,800.00
\$125,000-\$149,999	\$2,500.00
\$100,000-\$124,999	\$2,300.00
\$80,000-\$99,999	\$2,000.00
\$70,000-\$79,999	\$1,700.00
\$50,000-\$69,999	\$1,400.00
\$30,000-\$49,999	\$1,100.00
\$10,000-\$29,999	\$ 800.00
< \$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.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name of Practitioner Completing Assessment:** \_\_\_\_\_

### Next Steps:

- RARC invoices Trent or student prepares payment as outlined in the given step.
- Trent sends completed referral package to RARC (2 weeks before testing).
- If option 4 applies, preapproval is required.
- Once approval has been given and fee determined, student gives cheque or money order to practitioner at first appointment.