

## Successful Transition from Elementary to Post-Secondary (STEPS)

### **STEPS Financial Contract**

The STEPS parent and student intervention sessions and summer camps are provided at no cost. **The cost of a psychoeducational assessment is \$2,000.** To assist with payment for the assessment, please see the following options:

**Insurance:** Many insurance companies provide coverage for psychological services.

Do you have insurance that covers psychological services?  Yes  No

What is the amount of your insurance coverage? Total Amount: \$\_\_\_\_\_

Are there any conditions on how your insurance company allocates funding?  
(Example: \$100/hr) Please explain:

\_\_\_\_\_

*Once you have committed to a payment option and payment is received (post-dated cheques are acceptable), RARC will provide a detailed receipt for families to submit to their insurance company.*

**Please choose 1 of the 3 payment options listed below:**

***Please note: Cheques are payable to Queen's University.***

***RARC accepts Visa and Debit for Full Fee or Deposits only.***

**Option 1: *Installment Plan***

**(\$84 x 24 months)**

RARC offers STEPS families the option to pay for the assessment over a 2-year period. Please include 24 post-dated cheques for the 1<sup>st</sup> of each month.

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### **Option 2: Deposit and Installment Plan** (terms will vary)

RARC provides families with the opportunity to pay for the assessment through the means of a deposit and monthly installments that are appropriate for your family over a maximum of 24 months.

I will pay the deposit of \$\_\_\_\_\_, leaving a remainder of \$\_\_\_\_\_ to be paid in monthly installments.

In addition to the deposit amount, I will provide post-dated cheques for the first of each month for the amount of \$\_\_\_\_\_ for the next \_\_\_\_\_ months (maximum of 24 months).

### **Option 3: Pay Full Fee** (\$2000)

RARC also provides the option for you to pay the full fee in one lump sum.

### **I understand and agree to the following terms:**

- I will pay the full cost of the psychoeducational assessment through the means indicated in this form (insurance, installment plan, deposit, or full fee).
- If I withdraw from the STEPS program I understand I am still responsible and accountable for the remaining payments for my child's completed psychoeducational assessment as well as the additional \$200 commitment fee.

Students Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have any questions or concerns, you can contact Marie McCarron at:  
613-533-6000 ext. 75204 or marie.mccarron@queensu.ca.*