

Mailing Address:
P.O. Box 3995
Atlanta, GA 30302-3995

In Person:
Urban Life Building
140 Decatur Street, Suite 1053
Atlanta, GA 30303

Phone 404-413-6245
Fax 404-413-6130



THIS LETTER TO BE KEPT BY STUDENT

Dear Student:

Students from your college or university who have been experiencing academic difficulties or have a history of learning disorders have been assigned to The Regents Center for Learning Disorders at Georgia State University (RCLD) for evaluation. We are looking forward to meeting you, and helping you in whatever way we can. Toward the front of this packet, you will find a document called "Instructions for Completing the RCLD Packet," which will provide specific information about how to complete all the enclosed application materials. The Disability Services Provider (DSP) who gave you this application packet can also answer questions you have about completing the enclosed forms. We also suggest that you go to our website at www.gsu.edu/rclid to get more information about our Center and the assessment process.

Your completion of the enclosed forms will help us accurately and completely assess your learning strengths and weaknesses. All of the information must be collected before you can be scheduled for an evaluation. **If your packet is not complete, it may delay your evaluation**, as the Center will need to contact you to obtain the missing information before scheduling your first appointment.

The full cost of the evaluation is \$500.

- **\$250 non-refundable deposit** must accompany your application packet when it is returned to the RCLD (to reserve your first appointment and prepare for your evaluation). **Make check payable to RCLD at Georgia State University**
- The remaining \$250 is to be paid on or before the first testing session.

You may pay with cash, check, or credit card. If you are paying by check, make the check payable to Georgia State University.

If the \$500 fee would create a hardship for you, discuss financial options with your DSP, such as private insurance, Student Aid, or vocational rehabilitation funds. We have enclosed a document in this packet that may help you arrange for the payment of your evaluation at the RCLD ("Possible Sources of Financial Assistance").

Once we receive the completed packet, you will be contacted and scheduled for eight hours of testing, typically scheduled over two days of 4 to 4½ hours each. However, it is not unusual for students to need an additional session or two to complete the testing to fit their work speed and need for breaks, or to gather additional test data to better understand their learning difficulties.

Cancellation Policy. Students are encouraged not to cancel appointments for any reason, except illness or emergency. Please see cancellation policy enclosed within your packet for further details.

After the testing has been completed, you will be contacted within approximately 4 weeks to schedule a 1 to 1½ hour feedback session with the psychologist. You are welcome to invite other people to attend this session. Evaluation findings will be discussed, as well as recommendations and suggestions for you, the DSP, and your instructors.

With your written permission, your DSP will be notified directly after your feedback meeting, so that your referral concerns can be addressed as soon as possible. You will then receive a **detailed written psychological report** in the mail. It will document the information discussed in the feedback meeting, including your disability diagnosis, if appropriate, and the RCLD's recommendations. If you have been diagnosed with a disability and academic accommodations have been recommended, you will need to provide your DSP a copy of your report. Your DSP cannot offer you accommodations without this important documentation. **This report will not be shared with anyone else, including your instructors, without your written permission.**

Again, we look forward to working with you to help you better understand your learning strengths and weaknesses and find strategies that can promote your academic success.

Sincerely,

A handwritten signature in cursive script that reads "Fontina Rashid, Ph.D.".

Fontina Rashid, Ph.D.
Licensed Psychologist
Director

March 2017

Instructions for Completing the RCLD Packet

1. **Referral Letter/Checklist:** Complete the identifying information (up through “Disability Service Representative”) on the *Referral Letter/ Checklist*. **Do not sign or date this page or check off anything** on the checklist until you have met with your Disability Service Provider or the designated person at your Office of Disability Services.
2. **Consent for Evaluation:** Please read this document in its entirety and fill out/initial where indicated. Then sign and date the last page.
3. **Consent to Contact:** If you are willing to participate in research projects at the Regents Center, please read, sign and date this form. Your participation is completely voluntary; declining will not affect your eligibility for evaluation.
4. **Client Case History Questionnaire:** Please complete all pages of this questionnaire. Every line or box must have a written response; do not leave blanks. If a question does not apply to you, mark the space with “NA” (for Not Applicable). A parent or guardian may help you answer questions regarding your early background. Missing/blank information may delay your application for evaluation.
5. **BAARS-IV Other Report – Childhood Symptoms:** This should be completed by an adult who knew you well between the ages of 5-12. Do not complete this form yourself because an independent rater is required, but the same person (for example, a parent) can complete both the childhood and current adult checklists.
6. **BAARS-IV Other Report – Current Symptoms:** This should be completed by an adult who has known you well during the past 6 months. Do not complete this form yourself because an independent rater is required. This could be a parent, spouse, other relatives or close friends.
7. **Additional Required Items:** There are four items noted on the application “Checklist,” that are not forms in the packet you received. You must obtain the following items and include them when submitting your application packet. They are:
 - a. **Transcripts.** Supply a copy of all college transcripts, including previously attended institutions. The transcripts may be unofficial copies; you do not need to order/pay for them. They should include courses that did not transfer, courses from which you withdrew, or that you failed. If high school transcripts are available, please include these as well. If you have been accepted for admission or you are a freshman with only a few college courses listed on your college transcript, you will need to supply an unofficial high school transcript.
 - b. **Past Evaluations and Pertinent Medical Records.** Include copies of reports/results from any previous evaluations or testing of any psychological or medical conditions that could affect learning. These may include, but are not limited to, psychoeducational evaluations (current or in the past); Individualized Education Plans; evaluations of psychological conditions such as depression or anxiety; medical evaluations of seizures,

head injuries, or other conditions that may affect cognitive functioning. These records are very helpful to the RCLD assessment team in understanding your present difficulties at school. If you don't have copies of these records, contact the doctor, practitioner or institution where you were evaluated or treated, and ask for a copy of your records to include with your packet.

c. **Two writing samples** must be turned in with your RCLD packet.

- i. **Sample of your best writing.** A term paper or writing assignment would be best. This could be a paper for which you received help from others such as a professor, proofreader/tutor, or parent. You may use a computer with spell check and grammar check.
- ii. **Sample of your "unassisted" writing.** Make an appointment with your disability service provider to do a timed writing sample. A topic and writing materials will be provided.

8. **Hearing Screen:** A hearing screen form is provided for you to take to a qualified provider for completion. Some audiologists use their own forms, which are also acceptable. Your Disability Services Provider may be able to suggest a location for a hearing screening. For example, you may be able to be screened at a public health clinic; go to <http://health.state.ga.us/regional/index.asp> for further information. In addition, the Speech and Hearing Clinic at Georgia State University (404-413-8044) offers free hearing screenings for GSU students and low-cost screenings to others, but you need to allow time to get an appointment. The clinic is closed during breaks. Hearing screenings may also be obtained at the Speech Clinic at University of West Georgia. Call 678-839-6145 for more information.

Once you have completed your hearing screening, attach the report/results to your application packet.

9. **Financial information:**

- The non-refundable \$250.00 deposit must accompany the completed packet. Make your check or money order payable to **Georgia State University**. The Office of Disability Services will send the completed packet to RCLD; an appointment cannot be scheduled without the deposit.
- We have included a letter in this packet that may help you identify sources of payment. Medical insurance often will not pay for neuropsychological evaluations, but students may want to investigate this option. If you are a Department of Labor Division of Rehabilitation Services (Vocational Rehabilitation) client, VR may be willing to cover the cost of your evaluation.

10. **Cancellation Policy:** Please read this document in its entirety. Then sign and date.

11. Once the completed packet is turned in, you will be contacted by the RCLD, rather than the Office of Disability Services, to schedule an appointment.

12. For more information regarding the RCLD go to: www.gsu.edu/rclid.

For Office Use Only
RCLD# _____
ID#: _____

Referral Letter/Checklist

Last name, first name, MI		SS# (Last four digits only):	
Street address, city, state, zip code		Home Phone:	
		Best Daytime Contact Phone:	
		Email: *	
Birthdate:			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed	
Ethnicity: <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Multiracial		School:	
		Coordinator:	
Class Standing: <input type="checkbox"/> institutional admissions review <input type="checkbox"/> accepted for admission <input type="checkbox"/> learning support <input type="checkbox"/> freshman <input type="checkbox"/> sophomore <input type="checkbox"/> junior <input type="checkbox"/> senior <input type="checkbox"/> graduate student <input type="checkbox"/> on suspension <input type="checkbox"/> on exclusion <input type="checkbox"/> other: _____			
Reason for Referral: (to be completed by Disability Services Representative)			
Regents level accommodation requested: <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Since the confidentiality of email communication cannot be assured, we will not provide any personally sensitive information to you via email, and recommend that you observe the same procedure.			

Checklist

- | | |
|--|---|
| <input type="checkbox"/> \$250 deposit
<input type="checkbox"/> Referral Letter/Checklist
<input type="checkbox"/> Release of Information/Consent for Evaluation
<input type="checkbox"/> Case History
<input type="checkbox"/> Transcripts
<input type="checkbox"/> Past evaluations/pertinent medical records
<input type="checkbox"/> No previous evaluations
<input type="checkbox"/> Records not available. Explain: _____
<input type="checkbox"/> Special Accommodations needed for evaluation?
Specify: _____ | <input type="checkbox"/> BAARS Other Report Current Symptoms
<input type="checkbox"/> BAARS Other Report Childhood Symptoms
<input type="checkbox"/> Sample of Unassisted Writing
<input type="checkbox"/> Sample of Best Writing
<input type="checkbox"/> Hearing Acuity Screening
<input type="checkbox"/> Cancellation Policy |
|--|---|

I have enclosed \$250 to secure my first appointment, and agree to make final payment (\$250.00) at the time of or before my first appointment. I understand that if I cancel my appointment with less than five business days' notice, my deposit is nonrefundable. (Total cost of services = \$500.00)

Signature

Date

Consent for Evaluation

Welcome to the Department of Psychology at Georgia State University (GSU). The Department has two separate centers, which share an office suite on the 10th floor of the Urban Life Building: the Psychology Clinic for Assessment, Therapy, and Research; and the Regents Center for Learning Disorders (Suite 1053). During the time that you receive clinical services within the GSU Department of Psychology, you may encounter personnel from both centers in this shared physical space. All personnel of these two centers, which include staff and clinicians, are part of the GSU Department of Psychology. Thus, all personnel adhere to the American Psychological Association's ethical standards including confidentiality guidelines. If you have any questions concerning this, please talk to your assigned clinician.

You may be aware that Georgia House Bill 280, often referred to as the "Campus Carry" law, went into effect on 7/1/2017. The Campus Carry legislation allows anyone properly licensed in the state of Georgia to carry a handgun in a concealed manner on university property with noted exceptions. One of the noted exceptions is within faculty offices and office suites. Suite 1053, which houses the Psychology Clinic and the Regents Center for Learning Disorders, is an office suite, and handguns are not allowed within this area. Information about the law can be found at safety.gsu.edu/campus-carry. It is the responsibility of the license holder to know the law. Failure to do so may result in a misdemeanor charge and may violate the Georgia State Student Code of Conduct.

I, in signing this form, and **INITIALING** each appropriate blank below, signify my understanding that:

I have completed the information contained in this packet to the best of my ability and agree for it to be released to the Regents Center for Learning Disorders (RCLD) at Georgia State University.

I have been informed of the cost involved in obtaining this evaluation and agree to make payment or arrange for payment by the date of my first appointment.

I understand that the information contained in this packet and all other information provided over the course of this evaluation will be used as part of a diagnostic evaluation of my intellectual, psychological and learning abilities. I understand that the purpose of this evaluation is to identify any developmental, psychological, or psychiatric disorders that could impact my academic functioning, and to make recommendations regarding appropriate academic accommodations and/or interventions.

I understand that the information contained in this packet and all other information provided over the course of this evaluation is confidential, and that the RCLD will keep confidential all information gathered during this evaluation and will not release or discuss the results of my evaluation with any other persons outside the Center without my written permission, with the following four exceptions: 1) if there is reason to believe that I am at imminent risk for doing serious harm to myself, 2) if there is reason to believe that I am at possible risk for doing serious harm to others, 3) if there is reason to believe that a child under the age of eighteen or a vulnerable adult has been abused, neglected or exploited, and, 4) if disclosure of information is ordered by a judge in a court of law.

I understand that there may be privacy issues involved in completing my evaluation. The RCLD is sensitive to privacy needs, and works to maintain a comfortable setting for all clients. Please be aware that there may be times when you encounter someone in the RCLD whom you know from another setting. For example, if you are a student at GSU, you may happen to see your instructor, professor, or a fellow student. You might also encounter your clinician or someone else from the RCLD in another setting. If either of these situations occurs or you are concerned about such potential encounters, discuss this with your assigned clinician to determine if this situation poses a significant conflict for you.

I understand that having this evaluation does not guarantee that a diagnosis of a disability will be made by the RCLD.

Consent to Contact

The Regents Center for Learning Disorders at Georgia State University has several missions:

1. providing evaluations for students
2. recommending appropriate accommodations
3. developing new ways to help students with learning disorders
4. training graduate students to better understand and assess learning disorders
5. research to help us learn more about learning disorders

We will be developing many research projects at the Center to help us better understand the types of learning problems that college students may experience and to find out what things can help students with learning disorders succeed in college. You can provide valuable assistance to us in this area if you are willing to participate in our ongoing research activities. If you would be willing to consider participating, please read and sign the following statement.

I would be willing to be contacted by the Regents Center in the future to hear about research projects available for my participation. I understand that agreeing to be contacted does not mean that I agree to participate in any project. I can make this decision after hearing about what a particular project involves. I also understand that choosing to be contacted will not affect my evaluation and/or the recommendations of the Regents Center regarding my academic needs.

Client's Signature

Date

Witness

Best phone numbers to reach you

Best times to reach you

Email addresses

Family Background

1. Spouse Information

Name _____

Occupation: _____

Office Phone: _____

Difficulties in learning? yes no Describe: _____

Other disabilities (e.g., physical, psychological)? Describe: _____

2. Do you have children? yes no

Names	Ages	Highest Grade Completed	Difficulties in Learning or Other Disabilities (Describe)

3. Father's Information (pertains to your biological father)

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Occupation: _____

Educational Level: _____

Difficulties in learning? yes no Describe: _____

Other disabilities (e.g., physical, psychological)? Describe: _____

4. Mother's Information (pertains to your biological mother)

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Occupation: _____

Educational Level: _____

Family Background, Mother's Information (pertains to your biological mother), continued

Difficulties in learning? yes no Describe: _____

Other disabilities (e.g., physical, psychological)? Describe: _____

5. Do you have sisters and brothers? yes no (add additional pages if needed)

Names	Ages	Highest Grade Completed	Difficulties in Learning or Other Disabilities (Describe)

6. Other Significant Information About Your Family

Please indicate the existence of any of these conditions in your family. Indicate the relationship of the person to you (e.g., father, maternal grandmother):

Mental Health Disorders yes no Who? _____ What? _____

Mental Retardation yes no Who? _____ What? _____

Epilepsy yes no Who? _____

Other Neurological Disorder yes no Who? _____ What? _____

Autism Spectrum Disorder yes no Who? _____ What? _____

Serious Chronic Illness yes no Who? _____ What? _____

Speech/Language Problems yes no Who? _____ What? _____

Substance Abuse yes no Who? _____ What? _____

Trouble with the Law yes no Who? _____ What? _____

What languages are spoken in your home? _____

What language did you learn first? _____

At what age did you begin to learn English? _____

How often has your family moved? _____

Birth History (pertains to your biological mother)

1. History of miscarriage? _____ Stillbirths? _____

Please indicate when miscarriages and/or stillbirths occurred in relation to your birth.

2. Pregnancy with you:

Bleeding: yes no Illness: yes no Infections: yes no

Accidents: yes no RH Incompatibility: yes no

Length of Pregnancy: Was the delivery early on time late By how much? _____

Medications Taken? yes no What? _____

Explanation of unusual circumstances? _____

3. Birth of Client

Labor: False? yes no Induced? yes no Length? _____

Anesthesia? yes no Natural? yes no

Type of Birth: Normal? yes no Dry? yes no Breech? yes no

Forceps? yes no Caesarean? yes no Birthweight? _____

Complications: _____

Apgar Score (if known): _____

Color: Normal? yes no Blue? yes no Jaundiced? yes no

Transfusions? yes no Incubator required? yes no How long? _____

Difficulties sucking, swallowing or feeding? yes no Explain. _____

Explanation of unusual circumstances? _____

Developmental History

1. At what age did you:

Say your first word? _____

Sit unassisted? _____

Understand speech? _____

Walk unassisted: _____

Use 2-word sentences? _____

Stop using "baby" talk? _____

2. Did your family, friends, teachers, etc. ever have difficulty understanding your speech? yes no

If so, please explain. _____

3. What skills were hard for you to learn as a preschooler? _____

4. Did you tend to get in trouble frequently in school? yes no

What for: _____

5. Were you ever suspended or expelled from school? yes no

What for: _____

Medical History

1. Childhood diseases

Measles? yes no Age _____ Explain: _____

Meningitis? yes no Age _____ Explain: _____

Encephalitis? yes no Age _____ Explain: _____

Whooping Cough? yes no Age _____ Explain: _____

Scarlet Fever? yes no Age _____ Explain: _____

Ear Infections? yes no Age _____ Explain: _____

Chicken Pox? yes no Age _____ Explain: _____

Medical History, Childhood diseases, continued

Pneumonia? yes no Age ____ Explain: _____

Frequent Colds? yes no Age ____ Explain: _____

Allergies? yes no Age ____ Explain: _____

Others? yes no Age ____ Explain: _____

2. Have you ever received any blows to the head that required treatment in a hospital or emergency room?

yes no When? _____

Were you unconscious? yes no For how long? _____

How did it happen? _____

3. Have you ever had seizures? yes no At what age? _____

Did you receive medication? yes no Specify: _____

When was your last seizure? _____

Known cause for seizures? _____

4. Have you ever been diagnosed with or treated for stress, anxiety, depression, substance abuse, or other types of psychological problems?

As a child? yes no Specify: _____

As an adult? yes no Specify: _____

5. Have you ever had injuries or accidents requiring medical treatment? yes no

Specify: _____

6. Have you ever been hospitalized? yes no When? _____

Length of hospitalization(s)? _____

Purpose? _____

7. Were there any changes in thinking, behavior, or school performance following illnesses, blows to head, seizures, injuries or hospitalizations?

yes no Specify: _____

Current Medical Condition

1. Describe your present health. _____

2. Are you presently on medication? yes no

Current Medications

Type	Amount	Frequency	Duration of Treatment	Reason

3. Have you been on medication in the last five (5) years? yes no

Medication History

Type	Amount	Frequency	Duration of Treatment	Reason

4. Are you allergic to any drugs? yes no Please specify: _____

5. How is your appetite? _____

Do you have food allergies? yes no Please specify: _____

Are you trying to gain or lose weight? gain lose neither

Have you recently had any weight gain or weight loss? gained lost neither

Height: _____ Weight: _____

6. How many hours do you typically sleep each night? _____

Is this adequate for you to function well? yes no Do you have difficulty sleeping? yes no

7. Do you wear glasses or contact lens? yes no Last exam: _____

near-sighted far-sighted other

Current Medical Condition, continued

8. Have you used any of the following substances?

Substance	Current Use: <i>please check which of these you have used in the past 6 months</i>			If you have ever used this substance, at what age did you first use it?			
	Never	Sometimes	Often	12 or under	13-17	18-22	22 +
Caffeine							
Cigarettes							
Beer							
Wine or wine coolers							
Liquor							
Marijuana							
Cocaine or crack							
Hallucinogens (e.g. LSD)							
Uppers (non prescription)							
Downers (non prescription)							
Heroin or opiates							
Designer Drugs							
Inhalants							
Methamphetamine							

Educational Background

Elementary and Secondary School History

1. Did you attend public or private schools? _____

2. How many schools did you attend? Indicate when moves took place.

3. Did you repeat any grades in school? yes no Specify: _____

4. What things were hard for you in elementary school.

Educational Background, continued

5. What things were hard for you in junior high and high school.

6. Did you or will you graduate high school? yes no Graduation date? _____

7. Did you earn a GED? yes no Graduation date? _____

8. High school grade point average? _____

9. Best S.A.T. scores (if taken): Verbal _____ Math _____ Was test: Standard Time Extended Time

10. Best A.C.T. scores (if taken): Was test: Standard Time Extended Time

11. In high school, have you taken or are you currently taking?

Algebra? yes no # of semesters _____ letter grade earned _____

English Composition? yes no # of semesters _____ letter grade earned _____

Foreign Language? yes no # of semesters _____ letter grade earned _____

Special Education Services or Tutoring

1. Did you receive any special education services in school? yes no Years _____

2. Did you have an IEP or 504 Plan? yes no Years _____

3. Did you attend resource classes? yes no Years _____

4. Did you attend self-contained classes? yes no Years _____

5. Did you attend a school or program for students with special needs? yes no Years _____

6. Did you attend any other types of academic support programs? yes no Years _____

Specify type, duration and dates of attendance: _____

7. Describe tutoring you have had (subjects, hours/week): _____

8. What help did you find the most beneficial and why? _____

History of Learning Difficulties

1. What things are currently most difficult for you? _____

2. When was your problem first observed? _____

3. Evaluations related to your learning difficulties (list chronologically).

Date	Examiner	Place of Evaluation	Diagnosis

4. Have you ever had any of the following medical evaluations? Specify diagnosis and give date.

a. EEG yes no Specify: _____

b. CT/MRI yes no Specify: _____

c. Neurological examination yes no Specify: _____

d. Other yes no Specify: _____

College History

1. Colleges and/or Technical Schools Attended (indicate dates): _____

2. College Currently Attending _____
3. List Current Courses _____

4. Have you taken any Learning Support classes? yes no
If yes, which areas? Reading English Math
Will you need to take any Learning Support classes? yes no
5. Do you need to take the Regent's Exam? yes no
6. Are you required to take foreign language courses for your degree? yes no don't know
7. In college, have you taken or are you currently taking?
Algebra? yes no # of semesters _____ letter grade earned _____
English Composition? yes no # of semesters _____ letter grade earned _____
Foreign Language? yes no # of semesters _____ letter grade earned _____
8. What are your best subjects? _____
9. What are your poorest subjects? _____
10. Current Cumulative G.P.A.: _____ Major: _____
11. Class Status: freshman sophomore junior senior graduate
12. Anticipated Graduation Date: _____

Work History (list all salaried and volunteer positions beginning with the most recent)

Title	Responsibilities	Dates

1. Have you ever been, or are you currently involved in any legal difficulties? yes no

Specify: _____

2. Are you a veteran of the armed forces? yes no Dates of service: _____

Current Plans

Other individuals may have helped you complete this case history. However, you should complete this section in a frank, complete and thoughtful manner. Please use your own words and handwriting.

1. What is your purpose in seeking this evaluation? _____

2. Describe how your learning problems affect you now. _____

3. What type of special services do you believe you will need in college and why? _____

4. Describe your strengths as you see them. _____

5. What do you enjoy doing in your spare time? _____

Current Plans, continued

6. In what college activities do you currently or plan to participate (e.g., fraternity/sorority, intramural sports, student government, intercollegiate sports)?

7. What are you interested in studying? _____

8. What do you plan to do after college? _____

9. Additional information: _____

I have provided complete, true and accurate information to the best of my knowledge. I understand that false or inaccurate information may invalidate my evaluation.

Signed: _____
Applicant

Date

HEARING SCREENING

NAME: _____

BIRTHDATE: _____ AGE: _____ SEX: _____

DATE OF EXAM: _____

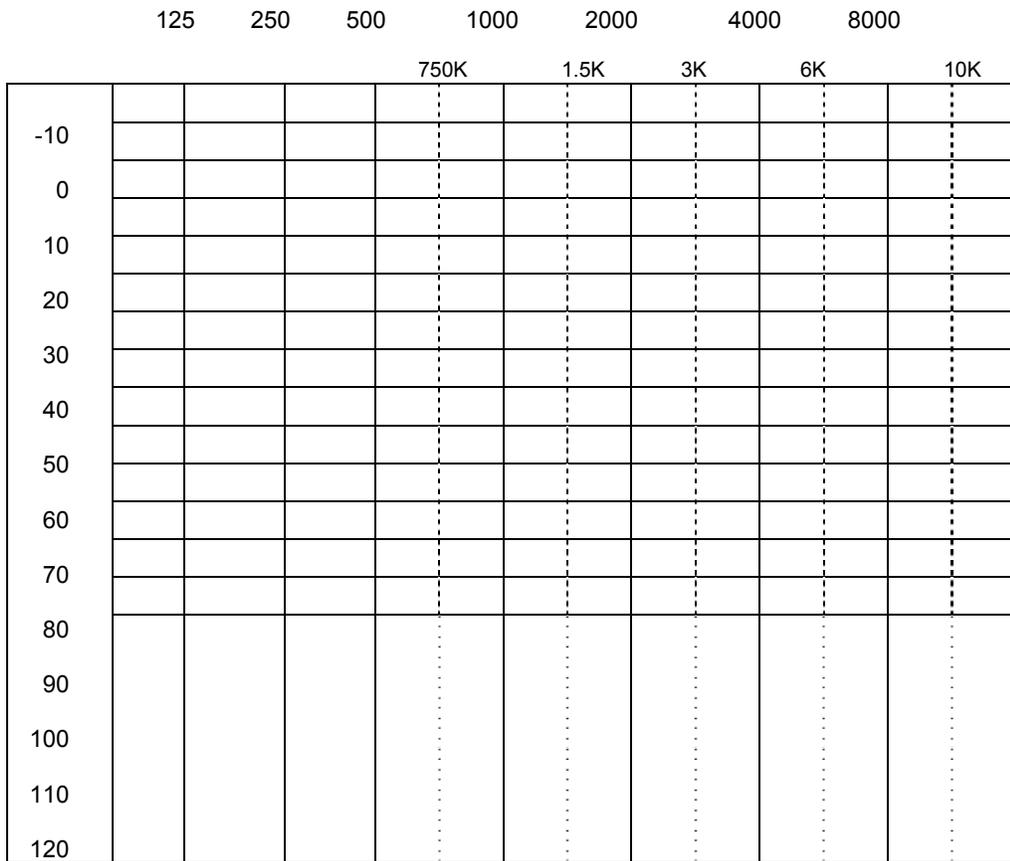
EXAMINER: _____ EXAMINER'S CREDENTIALS: _____

NAME OF FACILITY: _____

ADDRESS: _____

EXAMINER'S PHONE #: _____

FREQUENCY IN HERTZ (Hz)



Please graph L and R ear performance above.

Test Results: Pass / Fail Test Conditions: Excellent Good Fail Poor
 Audiometer: _____

If failed, please describe findings:

Recommendations:

**POSSIBLE SOURCES OF FINANCIAL ASSISTANCE
- THIS PAGE TO BE KEPT BY STUDENT -**

Dear Student:

The following information is intended to help you determine how to cover the cost of your evaluation at the Regents Center for Learning Disorders at GSU (RCLD).

Many students ask whether their private health insurance, PPO, HMO, etc. will cover part or all of the cost. Although, the RCLD **does not file** for insurance or accept assignment, we will gladly provide you with standard billing information, which many insurance companies require, but **you are responsible for the \$500 assessment charge**. We can accept payment in a variety of forms: cash, checks, money orders and credit cards. If, after you have completed your evaluation, you decide that you want to send your **paid** bill to your insurance company so they can reimburse you, this is **your responsibility**. Once your evaluation has been completed, we will be glad to provide your insurance company with a list of the actual tests we used, if that is requested.

Because there are hundreds of insurance carriers and special health care organizations (HMO, PPO, IPA, EAP, etc), in addition to numerous programs and types of policies within each company, we cannot provide you with specific details regarding whether your particular health insurance plan will pay for your evaluation. However, this letter will attempt to provide some information that may help you communicate with your insurance company.

The RCLD is not a specified preferred provider nor enrolled as a provider in any health plan in the State of Georgia. Many insurance companies will not pay for any evaluation or testing unless you use a professional on the provider roll or organizational list. It may be important to explain to your insurance company that the evaluation you are receiving would cost about three to five times as much if obtained from most other providers, and that they will save money by using the RCLD.

If you plan to ask your insurance company to pay for your testing, you will need to inform them that you will be having *comprehensive psychological testing*, which is designed to identify why you are having trouble in school. *All testing is done under the supervision of a psychologist licensed in the State of Georgia*, and our fee is a set \$500 for the complete evaluation. Most students take at least eight to ten hours to complete the entire battery.

There are also some insurance companies that will cover the cost of your evaluation *up front* (so that you do not have to pay and then get reimbursed), but you would have to obtain a pre-approved authorization form from your company to guarantee this. The RCLD will accept a *written guarantee of payment* of \$500 for your evaluation, but this has to be submitted on official letterhead (or a voucher) before you are evaluated and must be approved by the director. The RCLD will then bill your insurance company for the evaluation when it is completed.

Some insurance companies require a physician's referral before they agree to cover you. Some want to know the specific disorder that you are having assessed before they provide funds. Many of the students who come to us have a learning disability, but some also have Attention-Deficit/Hyperactivity Disorder (ADHD), or a mood or anxiety disorder related to stress. Because we do not know what, if any, diagnosis may be appropriate until *after* your comprehensive evaluation, it is not possible to answer this question ahead of time.

Students using Medicare, Medicaid, CHAMPUS, or other governmental agency system such as the Division of Rehabilitation Services should contact their case manager to discuss their options regarding payment of the evaluation fee.

Evaluation scholarships may be available through your referring institutions. You should consult with the disability coordinator at your school about this. Some institutions will allow the cost of the evaluation to be included in the student's financial aid package. You should ask your financial aid office whether this is an option. Finally, alternate payment arrangements may be made in extenuating circumstances, if approved by both your disability coordinator and the RCLD director.

Sincerely,

Director
Regents Center for Learning Disorders at GSU

August 14, 2012

Mailing Address:
P.O. Box 3995
Atlanta, GA 30302-3995

In Person:
Urban Life Building
140 Decatur Street, Suite 1053
Atlanta, GA 30303

Phone 404-413-6245
Fax 404-413-6130



Cancellation Policy

Appointments for evaluations at the Regents Center for Learning Disorders (RCLD) are limited each semester, and we spend much time preparing for your evaluation. Many RCLD personnel are involved in the process of scheduling, assigning clinicians, studying your packet of information, and preparing for your individualized assessment. Therefore, if you cancel your appointment with **less than five business days' notice**, we will not be able to fill your slot with someone else who is waiting for an appointment.

If you decide not to proceed with an evaluation in its entirety, and do not provide five business days' notice, **your deposit is nonrefundable**. However, if you have failed to give proper notice, and you would like to reschedule an appointment, you will need to pay a **\$75 no show fee**. Please be advised that this may delay your evaluation.

Students are encouraged not to cancel appointments for any reason, except illness or emergency. We allow students to reschedule **one time only** in the event of an emergency or unavoidable last minute conflict (i.e., death in the family, appearance in court, significant illness). Oversleeping, forgetting the appointment, group meetings, studying, etc., do not count as emergencies. Therefore, absences due to those types of reasons will result in the forfeit of your deposit.

Cancellation of Evaluation/Refund Requests

- A full refund (minus the \$15 processing fee) will be issued if written cancellation/refund request is made prior to five working days before the first appointment date.

Less than five business days/No-show/Appointment Rescheduling Requests

- A \$75 no-show fee will be charged to any client who does not give proper notice or has failed to show for an appointment, yet wants to reschedule. The fee is payable prior to rescheduling.

By signing below, you understand and accept the terms and conditions set forth herein. These terms and conditions govern the relationship between You ("Client") and the Regents Center for Learning Disorders ("RCLD"). By submitting your packet and deposit, you agree to be bound by these terms and conditions, which outline our cancellation policy.

A handwritten signature in cursive script that reads "Fontina Rashid, Ph.D.".

Fontina Rashid, Ph.D., Director

Client Signature or Parent/Guardian Signature if under 18

Regents Center for Learning Disorders
Urban Life Building, Suite 1053 (10th Floor)
140 Decatur Street
Atlanta, GA 30303

GPS Address for Deck M Visitor Parking:
33 Auditorium Place, SE
Atlanta, GA 30303

The Urban Life Building is located at the corner of Decatur Street and Piedmont Avenue in downtown Atlanta.

Visitor parking is available for \$7.00 in Deck M (entrance on Auditorium Place)

Driving Directions to Parking Deck M

From the North: Take Interstate 75/85 southbound to Exit 249A (Courtland Street) and follow the exit ramp to the right onto Courtland Street. Continue along Courtland Street for .5 miles and turn left onto Auditorium Place (Courtland curves to the right at Edgewood Avenue and Auditorium Place is immediately to the left after this curve). Turn right into the first Deck M driveway for visitor parking.

From the South: Take Interstate 75/85 northbound to Exit 248B (Edgewood Avenue/Auburn Avenue/J.W. Dobbs Avenue) and continue for .2 miles. Turn left onto Edgewood Avenue and continue for .3 miles. Turn left onto Courtland Street and take an immediate left onto Auditorium Place. Turn right into the first Deck M driveway for visitor parking.

From the East: Take interstate 20 westbound to Exit 58A (Capitol Avenue/Downtown) and continue for .6 miles. Turn right onto Capitol Avenue and continue for .2 miles. After passing the Capitol on the left, Capitol Avenue turns into Piedmont Avenue. Continue straight on Piedmont Avenue for .4 miles and turn left onto Auditorium Place (which is the next street after Gilmer Street). Turn left into the first Deck M driveway for visitor parking (indicated by a red 'visitor parking' sign).

From the West: Take Interstate 20 eastbound toward Atlanta and merge onto Interstate 75/85 northbound via exit 57 toward Chattanooga/Greenville. Continue on 75/85 for 1.4 miles and then take Exit 248B (Edgewood Avenue/Auburn Avenue/J.W. Dobbs Avenue) and continue for .2 miles. Turn left onto Edgewood Avenue and continue for .3 miles. Turn left onto Courtland Street and take an immediate left onto Auditorium Place. Turn right into the first Deck M driveway for visitor parking.

Walking Directions to the Regents Center for Learning Disorders from Parking Deck M

Exit Deck M onto Gilmer Street. Cross Gilmer Street and walk down Piedmont Avenue (in the opposite direction of traffic) to the next corner. The Regents Center for Learning Disorders is in the Urban Life Building on your right at the corner of Piedmont Avenue and Decatur Street. After entering the Urban Life Building, take the elevator to the 10th floor. The Regents Center for Learning Disorders is in Suite 1053.

Directions from the Georgia State Marta Station to the Regents Center for Learning Disorders

- Walk one (1) block **north** on **Piedmont Avenue** to **Decatur Street**. You should be walking **away** from the Georgia State Capitol building (the big gold dome).
- At the **northeast corner** of Decatur Street and Piedmont Avenue, enter the **Urban Life Building**
- There are two different sets of elevators in the lobby of the Urban Life Building. Walk all the way back to the 1st floor to the 2nd set of elevators. These will take you to the 10th floor. If you are not sure where the elevators to the 10th floor are located, please call our office at **404-413-6245**.

