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## THIS LETTER TO BE KEPT BY STUDENT

Dear Student:

Thank you for your interest in receiving an evaluation at the Regents Center for Learning Disorders (RCLD) at Georgia State University. The RCLD exists to offer an option for a low-cost, comprehensive psychological evaluation for students with identified or suspected learning difficulties at colleges and universities within the University System of Georgia (USG). We are looking forward to meeting you and helping you understand your learning concerns.

Our services are in high demand, and it is important that you complete this packet as outlined in the document called **"Instructions for Completing the RCLD Packet."** This document will provide specific information about how to complete all the enclosed application materials. The Disability Services Provider (DSP) at your school, who gave you this packet, can also answer questions you have about completing the enclosed forms. You may also visit our website for more information about our center and the evaluation process: <https://rcld.gsu.edu/>

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 RCLD 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 be included with your application packet (or receipt of online payment) when it is submitted to the RCLD. This is required to reserve your first appointment and prepare for your evaluation. (Please see payment options below.)
- **The final payment of \$250 must be received by 5:00 pm one business day before your appointment.**

You may pay with cash, check, or online by credit card. If you are paying by check, please make check payable to RCLD at Georgia State University. Online payments can be made on our website: <http://rcld.gsu.edu>.

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 either in one day or over two days of four to four-and-a-half hours each. Please note that 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.

**At the time of testing,** your psychologist will give you additional documents to be completed outside of the testing sessions. **It is important that you return these documents to the psychologist as soon as possible,** as these documents may directly impact the results of your evaluation and the timeline of completing your evaluation and receiving any recommended accommodations at your school.

**After the testing has been completed,** you will be contacted within approximately four weeks to schedule a one to one-and-a-half 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, your 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.** 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 with 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 address your learning strengths and weaknesses and to help you gain equitable access to your academic environment.

Sincerely,



Preston Elder, Psy.D.  
Director, Regents Center for Learning Disorders