Albert Einstein High School
AP Exam Registration: 2019-2020

Dear Parents & Guardians, October 1st, 2019

AP exam registration is open <u>Tuesday, October 1st, 2019 through Friday, November 1st</u>. Full or partial payment is due by Thursday, November 7th. The expectation at Albert Einstein High School is that all students will take AP exams for the AP classes in which they are enrolled. Each AP exam costs $98.00. Additionally, AP has instituted new fees for late or changed registration, as well as for unused exams. Please review the table below with registration deadlines, exam fees, and important policies, as well as the important information on the back of this form.

AP Registration Timeline: 2019-2020		**Descriptions**	**Cost per Exam**	**Cost per Fee Waiver Exam**
AEHS Deadlines for: ✓ Student to registration through My AP Classroom: **Fri., Nov. 1st** ✓ Full or partial payment by credit card or check/money order: **Thurs., Nov. 7th** **EXAMS WILL NOT BE ORDERED WITHOUT FULL OR PARTIAL PAYMENT BY THURS. NOV. 7TH.** The student is responsible for correctly registering for their exam(s) and any fees resulting from registration changes.	On-time Order	Exam registration by Nov. 1st and payment by Nov. 7th	$98	$15
	Late Order	Exam registration and payment between Nov. 7th and Jan. 31st	$138	$59
	Canceled Exam between Nov. 1st - Jan. 31st	AP charges a cancellation fee for exams cancelled after registration. **NO EXAM REGISTRATION CHANGES OR REFUNDS WILL BE ISSUED AFTER JAN. 31ST**	College Board keeps $44 *($54 refunded to student)*	$40 *($25 obligation to student)*
	Exam ordered, but not taken	The student does not take the exam which was already ordered.	$40 *(obligation to student)*	$40 *(obligation to student)*

<u>Important Information and Policies:</u>

- The student is responsible for correctly registering for their exam(s) and any fees resulting from incorrect registration information and/or subsequent changes.
- Students and parents must complete the *MCPS AP/IB Exam Fee Waiver Request Form* to receive an exam waiver. The request form must be signed by a parent and submitted to Mrs. Becraft. Failure to submit a signed *MCPS AP/IB Exam Fee Waiver Request Form* will result in an obligation for the full exam amount.
- Students who receive an *MCPS Fee Waiver* or *AEHS School Assistance*, but do not complete all components of their exam, may be issued an obligation for the full exam amount.

At AEHS, we are committed to ensuring that financial hardship does not create a barrier in access to AP exams. We offer payment plans starting with an initial payment of $40 per exam. Eligible families can also apply for an MCPS Fee Waiver by signing and submitting the *MCPS AP/IB Exam Fee Waiver Request Form* and paying $15 per exam. Please note, the failure to submit a signed *MCPS AP/IB Exam Fee Waiver Request Form* will result in an obligation for the full exam amount. Students who receive an MCPS Fee Waiver or AEHS School Assistance, but do attend their exam may be issued an obligation for the full exam amount. For families experiencing financial hardship who do not qualify for a fee waiver, we encourage them to apply for school assistance by submitting a signed AEHS *AP/IB School Assistance Request Form* by Tuesday, October 15th. For all exams, a full or partial payment of at least $40 is required by Thursday, November 7th for an exam to be ordered, but please contact Mrs. Becraft with any concerns.

Christine Handy, *Principal* **Kim Becraft, *AP & IB Coordinator***

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Please contact Kim Becraft, Albert Einstein High School AP & IB Coordinator,
at Kimberly_M_Becraft@ mcpsmd.org with any questions.

Albert Einstein High School
AP Exam Registration: 2019-2020

AP Exam Registration through My AP Classroom is due Fri., Nov. 1st!
AP Exam Payment (partial or full) is due Thurs., Nov. 7th!

How to register:

1. **Students register through their online My AP Classroom account by choosing "Yes" to the exam registration question.**
    - Students set up their AP Classroom accounts the first two weeks of school.
    - Students must register through their My AP Classroom account in order to pay for their exams and have their exams ordered.
    - AP exam registration through My AP is open Tues., October 1st, 2019 through Fri., November 1st.
2. **Students registered through My AP by Fri., Nov. 1st will be issued an obligation for their exam costs.**
3. **Students then pay for their exam obligation using the standard obligation process by Thurs., Nov. 7th.**
    - Pay by credit card through the AEHS Online School Payment Obligation tab or Mr. Ramos in the Finance Office, room 102.
    - Pay by check/money order (payable to Albert Einstein HS) to Mr. Ramos in the Finance Office, room 102.
    - **A full or partial payment of exam fees must be made by Thurs., November 7th! Students without at least an initial payment of $40 will not be registered for their exams.** Please contact Mrs. Becraft with any concerns.

Payment Options: Each AP exam costs $98.

- ✓ **Pay in full** by check/money order (payable to Albert Einstein High School) or by credit card. Credit card payments can be made through the AEHS Online School Payment Obligation tab or Mr. Ramos in the Finance Office, room 102.
- ✓ **Pay in installments** by check/money order (payable to Albert Einstein High School) or by credit card. Credit card payments can be made through the AEHS Online School Payment Obligation tab or Mr. Ramos in the Finance Office, room 102.
    - Installment 1: $40 per exam by November 7th
    - Installment 2: $29 per exam due December 1st
    - Installment 3: Remaining $29 per exam due January 31st
- ✓ **Request an MCPS Fee Waiver** by completing the *MCPS AP/IB Exam Fee Waiver Request Form* and submitting the form to Mrs. Becraft prior to payment and before the Nov. 1st registration deadline. After submitting the form, students then pay $15 per exam by check/money order (payable to Albert Einstein High School) or by credit card. Credit card payments can be made through the AEHS Online School Payment Obligation tab or Mr. Ramos in the Finance Office, room 102.
    - Families need to meet only 1 of the 4 criteria for the waiver and no documentation is needed. Please see the chart on the form for the fee waiver reduced fees.
    - Students and parents must complete the *MCPS AP/IB Exam Fee Waiver Request Form* to receive an exam waiver. The request form must be signed by a parent and submitted to Mrs. Becraft prior to payment and before the Nov. 1st registration deadline. Failure to submit a signed *MCPS IB Exam Fee Waiver Request Form* will result in an obligation for the full exam amount.
    - Students who receive a fee waiver, but do not complete all components of their exam, may be issued an obligation for the full exam amount.
- ✓ **Request School Assistance** by completing the *AEHS School Assistance Request Form* and submitting the form to Mrs. Becraft, AP & IB Office, room 172 by Tuesday, Oct. 15th.

Montgomery County Public Schools
AP/IB Exam Fee Waiver Assistance Request Form 2019–2020

Montgomery County Public Schools (MCPS) provides exam fee assistance for students with financial need in an effort to reduce barriers to opportunities for advanced placement testing. Also, fee reductions are available from the College Board (CB) for AP and AP Capstone exams. **MCPS subsidies for external exam fees are limited to AP/IB exams fees for those students whose families meet the federal and state guideline for low-income, free or reduced-price meals.**

DEADLINE: AP/IB Exam Fee Assistance Request Forms must be completed, signed, and returned to **Kim Becraft, AP & IB office, room 172, by 11/1/19**

DIRECTIONS for Parents /Guardians: Sign and return this form by the deadline listed above. *The information provided on this form will remain confidential.*

STUDENT INFORMATION

Student's Name (Print):	**Student ID#:**
☐ **AP Exam(s)** ☐ **IB Exam(s)** ☐ **BOTH**	**Please list your AP/IB exams and/or attach AP Invoice.**

ELIGIBILITY GUIDELINES & CHECKLIST

Directions: Please check all items below that apply to your student's eligibility for financial assistance. **At least one item much be checked for your child to qualify for financial assistance.**

☐ My family receives assistance under Part A of Title IV of the Social Security Act.

☐ My child is eligible to receive medical assistance under the Medicaid Program under Title XIX of the Social Security Act.

☐ My child is eligible for the free/reduced-price lunch program based on my family's taxable income as shown in the table below. *[NOTE: The table below lists annual family income by family size at 185 percent of the poverty level. If the student's family's income is not greater than the amount listed for the number of family members, he or she qualifies for financial assistance.]*

Size of Family Unit	Annual Family Income*	Size of Family Unit	Annual Family Income*
1	$23,107	5	$55,815
2	$31,284	6	$63,992
3	$39,461	7	$72,169
4	$47,638	8	$80,346
For each additional family member (above 8) add: $8,177			

* *The figures shown under family income represent amounts equal to 185 percent of the 2019-20 federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the Federal Register, Vol. 84, No. 54, 3/20/2019, pp. 10295-98.*

STUDENT RESPONSIBILITY

NOTE: Students eligible for exam fee subsidies are responsible for paying a portion of the fee for each AP exam, AP Capstone exam, and IB exam. Specific fees are provided in the fee rate and subsidy chart below.

FY 2020 AP/IB Exam Fee Rates and Subsidies for Students with Financial Need

	TESTING AGENCY FEE	College Board AP FEE REDUCTION	MCPS SUBSIDY	STUDENT PAYS
AP Exams	$85	($32)	($38)	**$15 /exam**
IB Exams	$119	N/A	($99)	**$20 /exam**

NOTE: Students are responsible for paying any late registration and/or cancellation fees due for their exams.

PARENT /GUARDIAN CERTIFICATION

☐ With my signature below, I certify that the information on this form is true. I understand that school officials may request that I provide documentation to verify that my child is eligible to receive MCPS financial assistance for external exam fees according to the criteria outlined in this form.

➡**Parent/Guardian (Print Name)** _____

➡ **Parent/Guardian Signature (*Required*)**_____ **Date**_____

Albert Einstein High School

AP & IB Exam School Assistance Request Form

2019- 2020

The expectation at Albert Einstein High School is that all students will take AP or IB exams for the AP or IB classes in which they are enrolled. Taking the exam is an important component of all AP & IB courses. At AEHS, we are committed to ensuring that financial hardship does not create a barrier in access to AP & IB exams. For families experiencing financial hardship who do not qualify for a fee waiver, we encourage you to complete this AEHS AP/IB School Assistance Request Form. We will do our best to support every request, but approved requests are contingent on adequate funding and donations.

Please return this form to Mrs. Becraft by Tuesday, October 15th!

Student ID: _____ **Student Name:** _____

Parent/Guardian Contact Name: _____

Parent/Guardian Contact Email Address: _____

# of exams (both AP & IB): _____ **Total exam costs:** _____ **Amount family can cover:** _____

Student Exams (listed):

AP	IB

Description of family hardship: _____

_____

_____

_____

_____

_____

_____

The signature of a parent/guardian is required on the financial assistance request form to certify the request for school assistance and verify that that the information provided on the form is true.

Parent Signature: _____

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at Kimberly_M_Becraft@ mcpsmd.org with any questions.