

ADVANCED PLACEMENT (AP) EXAM REGISTRATION INFORMATION

Examination Dates May 7-11 and May 14-18, 2018

REGISTRATION, DEADLINES, FEES, and CANCELLATION PENALTIES

In order to get exam materials ordered, facilities reserved and proctors scheduled, all registration and payment must be completed by **Tuesday, February 27, 2018** online at www.TotalRegistration.net/AP/140185. This deadline is final as College Board does not allow extensions for ordering exams.

Registration period:

January 29 - February 22 - Online Regular Registration (www.TotalRegistration.net/AP/140185) **with full payment due.** To complete online registration, students must answer all of the required questions. Registration is not complete until students have printed the **pdf** of the confirmation page that is provided at the end. We know that parents may desire to register their students for exams; however we strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered and the student knows the password for logging into the account. One suggestion is to use their School ID # as the password. For those students that used this site last year you will use last year's login (email and password).

- If a payment is mailed to TR, it must be received at TR by Feb 24 to avoid late fees - plan ahead
- If family opts for Payment Plan through TR - it still must be paid in full prior to late fee period

February 23 - 27 – Online Late Registration period - \$15 nonrefundable late fee per exam will be assessed (Fee waiver students are not exempt from this fee).

- If a payment is mailed to TR, it must be postmarked by Feb 24 and received at TR by Mar 2 to avoid cancellation.

After Feb 27 – Any exams that have been registered for, but not paid for in full, will be cancelled and exams will not be ordered.

AP Payment and Refund Policy:

Regular Payment (\$98 per exam)

Students must pay \$98 per exam to register during the regular registration period. If they incur the \$15 late fee per exam, this fee is nonrefundable. *****“Full Refund” as indicated by TR does not include late registration fees.**

Fee Waiver students (\$20 per exam)

All students approved for the federal free or reduced lunch program this school year (verified through ESchool) may receive a reduced fee. These students must pay \$20 per exam to register during the regular registration period. If they incur the \$15 late fee per exam, this fee is nonrefundable and cannot be waived.

January 30- February 28: All students may cancel and receive a full refund** (minus any late fees incurred).

After February 28: No refunds will be given for cancelled or “no show” exams.

There is a MANDATORY pre-administration meeting for ALL AP exam students 2nd hour April 25 in the Auditorium (including students with Late Start)