

YORK COMMUNITY HIGH SCHOOL

RECOGNIZED FOR EXCELLENCE BY THE UNITED STATES OFFICE OF EDUCATION

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Dear Advanced Placement Students:

Welcome to AP Testing 2019-2020! This introductory letter provides general information for mandatory meetings and upcoming deadlines for ordering AP Exams. This year CollegeBoard requires students to register and pay for their AP exams in the fall for full year or 1st semester classes. AP exams will continue to be given in May. The exam fee isn't changing from years past. However, there will be a \$40 fee for late registration (after October 18th) and a \$40 cancellation or unused exam fee.

1. **MANDATORY Information Session:** The week of September 16th AP Coordinators will visit all AP classes to introduce registration materials and answer questions about the sign up process for AP testing. Additionally, we will visit 2nd semester only AP classes the week of February 17th.
2. **Registration Period for AP Tests (full year and 1st semester only classes):** Monday, September 16th – Friday, October 11th at 11:59pm. Students must register online at www.TotalRegistration.net/AP/141805.
3. CollegeBoard MyAP Website Registration (full year and 1st semester only classes): Monday, September 16th – Friday, October 11th at 11:59pm. Students must login to CollegeBoard myAP website with join code provided by Total Registration and join the AP Classroom. ****Students should have completed this in their AP courses. This is only important if you are taking an exam that you are not enrolled in at school, called an "Exam Only" section.**
4. **AP Exam Fees:**
 - The fee for each AP exam is **\$98.00**. York is excited to offer families the ability to pay their exam fees online at the time of registration. Please be sure to have your credit card or debit card available before beginning registration. **Payments will not be taken at York.** If you are not able to pay online by debit or credit, you must print an Exam Fee Payment Stub to be mailed with your payment. Instructions for mailing in payments are included on the fee payment stub.
 - **Late Fee:** If you do not register for your test by **October 11th**, you can still register online from October 12th through October 18th for a **\$10.00 late fee PER EXAM** (not per student). CollegeBoard charges a late fee of \$40 for any registrations October 19th – March 11th. Please note: Student enrollments need to be correct in the myAP website for every exam AND payment received in Total Registration. If one of these steps are not complete, the test will not be ordered or late fees will be incurred at student expense.
 - **If full payment is not received by 11:59pm March 11th, you will NOT have your registration processed and exam(s) will not be ordered for you.**
 - After registering, if you change your mind about taking the exam(s), you can receive a \$58.00 refund (per exam) through April 5th. CollegeBoard charges a \$40 unused exam fee. Cancellations must be made online at www.TotalRegistration.net/AP/141805 and refunds will be issued via debit/credit or through the mail for payments that were sent into Total Registration. **No refunds will be given after April 5th.**
5. **Fee Reductions:** Students who are eligible for free or reduced lunch will be contacted by one of the AP Coordinators to better understand the fee structure after they indicate such information through Total Registration. Any student that needs help paying for their AP exams, yet does not qualify for free or reduced lunch, may apply for assistance through the Dukes Helping Dukes (DHD). DHD applications are in Student Services. All DHD applications must be received by October 11th. **Please note: regardless of any assistance provided, all students must pay a \$40 per exam through Total Registration website. Also, late fees will apply if a student registers after October 11th.**
6. **TWO TESTS at the SAME TIME:** If a student wants to take two tests that are scheduled at the same time, the system will accept the registration, however, one of the exams will become an 'alternate exam.' After the registration window closes, we will determine which tests will be given on the alternate testing date and notify you. Keep in mind that the alternate tests dates are May 20th, 21st, and 22nd. CollegeBoard sets the dates and times for all testing including alternate tests. Alternate testing will only be approved for students that have two exams scheduled at the same time, have an approved school related conflict, or are ill on day of testing with documentation.

We look forward to working with you,

Ryan Walz and Lisa Julian
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