

WCHS Course and AP Exam Fee Assignment

1. HS Course Fees:

- Course fees for the High School will be assigned each semester on the day after the 7th (B) Day class meeting. (e.g. for 1st semester 2022-2023, this date would have been Sept. 22, 2022. 2nd semester 2022-2023, this date would be Feb. 13, 2023)
- If a student drops a course after the course has met for (7 or more) class periods, the family would be responsible for payment of the course fee as the student has used/consumed at least a portion of these materials/supplies and teachers budgeted for these students.
- This course fee assignment timeline coincides with the HS Course Add/Drop Policy which is noted on the Schedule Change Request form: "Courses dropped after the first (7) class periods will automatically be included in the students' transcript with a "W" (withdrawal with a passing grade) or a "WF" (withdrawal with a failing grade) at the discretion of the teacher and high school administration." (NOTE: The Schedule Change Request form requires a parent/guardian signature, among other staff signatures.)
- The policy of course fees still being due if a student drops a course after the Add/Drop Deadline would be added to the Schedule Change Request form.
- The HS Administrative Assistant in charge of assigning course fees will run an Ad Hoc periodically each semester after course fees have been mass assigned. If any students have ADDED a course (that has a fee associated with it) AFTER the mass assigned date, these fees will be assigned at that time to those students.

2. AP Exam Fees:

- A letter will go to all AP students and parents/guardians in the fall requiring them to complete an OPT OUT form by a certain date (e.g. Nov. 10) if they will NOT be taking the AP Exam in May. This letter will indicate that the AP Exam fee is non-refundable after the College Board Exam Order Deadline date of Nov. "15."
- Fees for AP Exams will be added to students' IC accounts on the College Board exam order deadline date, unless they opted out of the exam. This year that date was Nov. 15, 2022.

- If a student drops an AP course AFTER this order deadline date, the family would be responsible for payment of this fee as the district still needs to cover this exam fee to the College Board.