

## 2021-22 Early Postsecondary Exam Fee Assistance Program for Economically Disadvantaged Students Procedures and Requirements

### Advanced Placement

#### Overview

The department will provide funds to maintain the subsidized fees for exams taken during fiscal year 2022. Through the Early Postsecondary Exam Fee Assistance Program, the department will cover \$30 per Advanced Placement exam for economically disadvantaged students. The department participates in a direct billing process with the College Board specifically for this program. This means that **schools will only pay the College Board \$23 for each low-income student exam**, and the College Board will invoice the department directly for the remaining cost per exam.

Total Fee per AP Exam	\$ 95.00
College Board Fee Reduction	\$ 33.00
Test Fee Assistance (provided through TDOE)	\$ 30.00
Waived School Rebate	\$ 9.00
<b>Final AP Exam Fee for Qualifying Students</b>	<b>\$ 23.00</b>

*Note: Funds from the Exam Fee Assistance Program cannot be used toward late order fees or unused/canceled exam fees. Please also note that the Department will not provide funding for low-income students' 2022 AP Seminar and AP Research Exams.*

#### Requirements for Schools

AP coordinators must complete the following requirements to ensure their schools are appropriately credited for available fee reductions by the College Board and to participate in the Early Postsecondary Exam Fee Assistance Program direct billing process through the department.

**Indicate Student Fee Reduction Status Before the Exams:** AP coordinators indicate each student's fee reduction status in the College Board's [AP Registration and Ordering system](#). This replaces bubbling in students' fee reduction status on their answer sheets.

- a. For a school's invoice to accurately reflect any fee reductions, the AP coordinator must check the box in the "Reduced Fee" column in the student roster in AP Registration and Ordering for **each** student who qualifies for a fee reduction.
- b. It is recommended that the AP coordinator indicate the fee reduction status for AP students taking exams before submitting their school's AP Exam order, so they know as early in the school year as possible the fees that need to be collected from AP students. However, if the AP coordinator needs more time to verify this

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information, the deadline to indicate students' fee reduction status in AP Registration and Ordering is **June 1, 2022 (11:59 p.m. ET)**.

- c. Students' fee reduction status must be accurately indicated in AP Registration and Ordering to ensure accuracy of the final invoice.
  
2. **Fill Out Online Assurance Form:** The department has transitioned to an electronic assurance form that must be signed by a school-level or a district-level administrator. This form replaces the paper assurance form used in prior years. It will be released in department newsletters in January. Additionally, schools will not be required to provide student data on exams taken. Please fill out the assurance form by **June 1, 2022**.
  
3. **Receive and Pay College Board Invoice:** AP coordinators no longer need to generate their own final invoice. The invoice is directly generated by the AP Registration and Ordering system and emailed to the AP coordinator after the late-testing administration ends.
  - a. The invoice total will reflect a cost of \$23 per exam for each exam taken by qualifying students. College Board will bill the department directly for \$30 per AP Exam (except AP Seminar and AP Research Exams) for each exam taken by qualifying students.
  - b. June 15, 2022, is the postmark deadline for payment due to the College Board. Any payments that are postmarked after June 15, 2022, will incur a \$225 late payment fee.
  
4. **Retain AP Exam Participation Summary and Supporting Documentation:** Retain all information documenting student participation and supporting documentation for eligibility for the Early Postsecondary Exam Fee Assistance program for at least five years.

### **Student Eligibility Criteria**

The Early Postsecondary Exam Fee Assistance Program has different eligibility criteria depending on whether a school or district participates in the Community Eligibility Provision (CEP). Schools and districts that meet the criteria and choose to participate in CEP can't use a student's enrollment in CEP to determine eligibility for AP Exam fee reductions, because all students in these schools or districts, regardless of family income, are automatically eligible for free meals. Adjustments have been made to the list of criteria used to determine student eligibility for exam fee assistance program to account for CEP participation. Please review the information provided below to determine an individual student's eligibility.

**For schools/districts that are NOT participating in CEP**, the following criteria can be used to determine eligibility for the Early Postsecondary Exam Fee Assistance Program:

The student is enrolled or eligible for the National School Lunch Program (NSLP) during the 2021-22 school year. Students are eligible for free or reduced-price lunches if:

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- their family's income is at or below 185 percent of the poverty level issued annually by the United States Department of Agriculture (USDA) Food and Nutrition Service, or
- the students are categorically eligible or directly certified without application for free school meals because they are:
  - in foster care or Head Start, or
  - homeless, migrant, or runaway, or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservation benefits.

**For schools/districts that ARE participating in CEP,** the following criteria can be used to determine eligibility for the Early Postsecondary Exam Fee Assistance Program:

- The student's family's income is at or below 185 percent of the poverty level issued annually by the United States Department of Agriculture (USDA) Food and Nutrition Service, or
- The student qualifies as an "identified student" because they are:
  - in foster care or Head Start, or
  - homeless, migrant, or runaway, or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservation benefits.

**All schools/districts, regardless of CEP participation,** can use any of the following criteria to determine which students qualify for the Early Postsecondary Exam Fee Assistance Program:

- The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home or is homeless.
- The student is a ward of the state or an orphan.

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