

2019-20 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 2020. 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.

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| Total Fee per AP Exam  | $ 94.00  |
| College Board Fee Reduction  | $ 32.00 |
| Test Fee Assistance (provided through TDOE)  | $ 30.00 |
| Waived School Rebate  | $ 9.00  |
| **Final AP Exam Fee for Qualifying Students**  | $ 23.00 |

*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’ 2020 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:** New this year, AP coordinators indicate each student’s fee reduction status in the College Board’s [AP Registration and Ordering](https://myap.collegeboard.org/login) system. This replaces bubbling in students’ fee reduction status on their answer sheets.

* 1. For a school’s invoice to accurately reflect any fee reductions, the AP coordinator must indicate “Reduced” in the **AP Fee Status** column of the student roster in AP Registration and Ordering for **each** student who qualifies for a fee reduction.
	2. 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 information, the deadline to indicate students’ fee reduction status in AP Registration and Ordering is **April 30, 2020 (11:59 p.m. ET)**.
	3. Students’ fee reduction status must be accurately indicated in AP Registration and Ordering to ensure accuracy of the final invoice.
1. **Fill Out Assurance Form:** The department is transitioning 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. Additionally, schools will not be required to provide student data on exams taken. Please fill out the assurance form by **April 30, 2020.**
2. **Receive and Pay College Board Invoice:**New this year,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.
	1. 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.
	2. June 15, 2020, is the postmark deadline for payment due to the College Board. Any payments that are postmarked after June 15, 2020 will incur a $225 late-payment fee.
3. **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**

Prior to the 2018-19 school year, student enrollment in the Federal Free or Reduced-Price Lunch Program could be used as a proxy to determine eligibility for the Early Postsecondary Exam Fee Assistance Program. However, under the new Community Eligibility Provision (CEP), all students at a participating school receive free meals through the Federal Free or Reduced-Price Lunch program regardless of their individual economic status. 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 Federal Free or Reduced-Price Lunch Program during the 2019-20 school year. Students are eligible for free or reduced-price lunches if:

* their family’s income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
* the students are directly certified without application for free school meals because they are:
	+ in foster care or Head Start, or
	+ homeless or migrant, 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 U.S. Department of Health and Human Services, or
* The student qualifies as an “identified student” because he or she is:
	+ in foster care or Head Start, or
	+ homeless or migrant, 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.

**2019-20 Early Postsecondary Exam Fee Assistance Program**

**Summary and Assurances Form**

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| School Name:  |  | District Name: |  |
| AP Coordinator: Name |  | Principal Name: |  |
| AP Coordinator Email: |  | Principal Email:  |  |

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| **By submitting this documentation and signing this form, I assure that:** |
| * A method for determining and identifying which students qualify for the AP exam fee reductions was implemented. The school has retained copies of all disclosure forms if such forms were necessary to obtain data related to eligibility criteria.

 * AP students and parents were provided information about the Early Postsecondary Exam Fee Assistance Program. A form was provided to collect evidence for 1) parental release of information, or 2) eligibility criteria if the family is not participating in the free and reduced lunch program and wish to access the exam fee waiver.
* Eligibility documents will be retained within the AP coordinator’s office/files or kept on file at the district office for a minimum of 5 years. Should Tennessee be audited, the AP coordinator will produce fee waiver documentation for all eligible students.
* The AP coordinator indicated “Reduced” in the **AP Fee Status** column of the student roster in AP Registration and Ordering for **each** student who qualifies for a fee reduction and the school did not collect AP exam fees above $23 per exam from eligible economically disadvantaged students.
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| **AP Coordinator Name** | **AP Coordinator Signature** | **Date** |
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| **Principal Name** | **Principal Signature** | **Date** |