



2018-19 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 2019. Through the Early Postsecondary Assistance Exam Fee 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	\$ 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 or unused.

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. All information requested will be collected and retained in secure locations to ensure the integrity of this sensitive data is not compromised. This information is collected in order to ensure that students receiving funds meet the eligibility requirements for exam fee assistance.

1. **Indicate Fee Reduction Totals Before the Exams:** On the [College Board AP Ordering Website](#), enter the total number of students whom your school can attest fulfill the criteria to receive fee reductions for economically disadvantaged students and the total number of exams they will take.
2. **Indicate Fee Reduction on Student's Answer Sheet:** After the exams, fill in the "Option 1" fee reduction circle on qualifying students' AP Exam answer sheets.

Please contact Early.Postsecondary@tn.gov with questions about the Early Postsecondary Exam Fee Assistance Program.



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3. **Generate and Submit College Board Invoice:** When generating the online invoice, enter the total number of exams taken by qualifying students. The invoice total will reflect a cost of \$23 per exam for each exam taken by qualifying students.
4. **Submit Payments to the College Board:** The College Board must receive payments by June 15, 2019. Any payments that are postmarked after June 15, 2019 will incur a \$225 fee.
5. **Complete and Submit Required Documents for the State:** Complete the 2018-19 Early Postsecondary Exam Fee Assistance Program Summary and Assurances Form (provided on page 4 of this document), which requires the school principal's signature. Mail a signed hard-copy of this form **AND** a copy of your College Board invoice by June 15, 2019 to:

Sarah Cook, Program Manager, Office of Early Postsecondary Coordination and Alignment

Tennessee Department of Education
11th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0383

6. **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.

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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 2018-19 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's family income is at or below the Census Bureau's "poverty threshold." The Census "poverty threshold" varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. If your school chooses to use the Census Bureau's "poverty threshold" to determine a student's economically disadvantaged status and eligibility, it should use the 2019 "poverty threshold" information available at the [Poverty Guideline ASPE](#).
- The student's family receives assistance under Part A of Title IV of the Social Security Act.

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- The student is eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act.

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2018-19 AP Test Fee Program Summary and Assurances Form

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

*Number of AP Students Qualifying for Fee Reduction who sat for exams:

Number of Used Reduced Fee AP Exams:

Number of Used Full Price AP Exams:

Total Number of Used AP Exams:

* This number should match the students listed in the table below

Students Utilizing Low Income Exam Fee Reductions in 2019			
Student Last Name	Student First Name	Student State ID #	Total # Exams taken by student

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Note: Attach additional pages if needed to list all students (template provided on page 8)

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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 AP Test Fee 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 test 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 fee reduction circle for "Option 1" was selected on eligible students' answer sheets and the school did not collect AP exam fees above \$15 per exam were not collected from eligible economically disadvantaged students.
- The summary and final rosters provided to the department accurately reflect 2019 AP exam participation and exam fee reductions.
- The College Board's AP Exam Invoice Sheet was completed online, indicating the number of fee reduced exams taken by low income students and a copy has been submitted to the TDOE.

AP Coordinator Name	AP Coordinator Signature	Date
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Principal Name	Principal Signature	Date
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