

AP EXAM REGISTRATION POLICIES & PROCEDURES

The official AP Exam Registration form is attached to this email (both English & Spanish versions), and was given to your student in their AP class.

STEP 1: Fill out the AP Exam Registration form completely, one form per student, for each exam you will be taking in May 2022 and get student and parent signatures.

STEP 2: Return the completed form to:

- (1) The Counseling office or
- (2) sengn@whitehallcoplay.org

*By the **deadline of November 1, 2021**. All exams not ordered by this deadline will incur late fees. **If we do not receive a registration form from you by November 1, we will assume you are not taking any exams and they will not be ordered for you.**

- **FEES:** The May 2022 exams will be \$96 per exam for all regular priced exams and \$62 per exam for all students who currently qualify for free/reduced lunch.
- Collegeboard is enforcing their unused and late exam policies and fees this year:
 - **Late Order Fee:** \$40 per exam + original exam fee for any orders/decisions made to take the exam after November 1, 2021.
 - **Unused/Canceled Exam Fee:** No full refunds for any exams canceled between November 15-March 15, or any exams that are unused or not taken after March 15. *You will incur a \$40 late fee per exam.*
 - **Late Testing Fee:** \$40 per exam (as applicable) for any exam taken during the alternate late testing window.

STEP 3: Exams will be ordered in early November by the AP coordinator on Collegeboard.com. After this date, an invoice will be generated through MySchoolBucks for your payment. See below for fee details. Exam fees are due by **Friday January 7, 2022**. There will be a separate invoice for each exam your student registered to take.

Throughout the year, please reference the updated [WHS Advanced Placement](#) portion of the [WHS Counseling website](#) for all updates, forms, and information.

For the 21-22 school year, all AP students will receive the AP weighting in their GPA regardless of their decision to take the exam in May

Any questions regarding the AP process, please contact Ms. Seng - sengn@whitehallcoplay.org