



2015 AP Test Fee Program for Low-Income Students Procedures and Requirements

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1. Overview

The Tennessee Department of Education (TDOE) will use funds from the federal AP Test Fee Program to cover \$41 per AP Exam for economically disadvantaged students (see page 2 for eligibility criteria to receive fee reductions through this program). The TDOE participates in a direct-billing process with the College Board specifically for this program. This means that schools will pay the College Board \$12 for each exam taken by a low-income student and the College Board will invoice the TDOE directly for the remaining \$41 per exam.

2015 AP Exam Fee Assistance

Total Fee per AP Exam	\$91
College Board Fee Reduction	\$29
Federal Grant Fee Assistance (provided through TDOE)	\$41
Waived School Rebate	\$9
Final AP Exam Fee for Qualifying Students	\$12

Note: Funds from the AP Test Fee Program cannot be used toward late or unused exam fees.

2. 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 federal AP Test Fee Program direct billing process through the Tennessee Department of Education.

Please contact Early.Postsecondary@tn.gov with questions about Advanced Placement courses or exam fees.



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- 1. Indicate Fee Reduction Totals Before the Exams:** On the [AP Exam Ordering Website](#), enter the total number of students whom your school can attest fulfill the criteria to receive fee reductions for low-income 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.
- 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 \$12 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, 2015. Any payments that are postmarked after June 15, 2015 will incur a \$225 fee.
- 5. Complete and Submit Required Documents for the State:** Complete the 2014-15 AP Test Fee Program Summary and Assurances forms, 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, 2015 to:

Patrice Watson, Program Director
Tennessee Department of Education
Eleventh 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 AP Test Fee program for at least five years.

3. Student Eligibility Criteria

Prior to the 2014-15 school year, student enrollment in the Federal Free or Reduced-Price Lunch Program could be used as a proxy to determine eligibility for AP exam fee reductions. 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 eligibility for AP exam fee reductions to account for CEP participation.

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3(a) For schools/districts that are NOT participating in CEP, the following criteria can be used to determine eligibility for AP exam fee reductions:

- The student is enrolled or eligible for the Federal Free or Reduced-Price Lunch Program during the 2014-15 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.

3(b) For schools/districts that ARE participating in CEP, the following criteria can be used to determine eligibility for AP exam fee reductions:

- 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.

3(c) All schools/districts, regardless of CEP participation, can use any of the following criteria to determine which students qualify for the AP exam fee reductions:

- 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 low-income status and eligibility, it should use the 2014 “poverty threshold” information available at the [U.S. Census Bureau website](#).
- The student’s family receives assistance under Part A of Title IV of the Social Security Act.
- The student is eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act.

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By submitting this documentation and signing this form, I assure that:

1. 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.
2. 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.
3. 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.
4. The fee reduction circle for "Option 1" was selected on eligible students' answer sheets and the school did not collect AP exam fees above \$12 per exam were not collected from eligible low-income students.
5. The summary and final roster provided to the Tennessee Department of Education accurately reflect 2015 AP exam participation and exam fee reductions.
6. 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

Principal Name

Principal Signature

Date

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