



Smoky Hill High School
"Home of the Buffs"

2023-2024 AP EXAM REGISTRATION

Advanced Placement (AP) exam registration at SHHS opens August 21, 2023 and ends November 10, 2023. Each exam costs \$100. **Exams are ordered only after all registration steps below are completed and full payment and this registration form is received by SHHS AP.** Cancellations may incur extra fees and may not receive full refunds. To avoid late fees and/or cancellation fees, students must register and pay for exams before November 10, 2022 at 4pm.

STEPS TO COMPLETE YOUR REGISTRATION

STEP ONE: Join your exams in AP Classroom. Every exam/class has one unique join code assigned to that specific exam/class. Students will obtain the exam 'join code' for their specific AP exam(s) from their AP teacher(s). Students will log-in to: myap.collegeboard.org using student log-in and will join exams using the unique join code for each exam they decide to take. This is the same log-in for the College Board account used for previous AP exams. If students do not remember log-in or password, click on the appropriate options for account help. *(If necessary, call College Board customer service assistance: 888-225-5427)*

STEP TWO: Register for exams. Go to Total Registration website. (<https://user.totalregistration.net/AP/60452>) Fill out the online registration form, choosing the exams you will take and keep the specific 'join code' provided to you for each specific exam. Print your registration statement, showing your exams and balance due, and attach it to this form for payment purposes.

STEP THREE: Determine payment amount. Using your registration statement, complete the payment worksheet on reverse side of this form, enter your total amount due to SHHS. If student is eligible for free/reduced lunch program, 50% exam fee reduction is available **prior to payment** with documentation. *(See 'Financial Assistance' below.)*

STEP FOUR: Submit documents and payment to SHHS. Online payment can be made through SHHS website, *link here:* <https://cherrycreek.revtrak.net/high-schools/shhs/shhs-ap-exams/#/list>

When payment is made online, **receipt from online payment showing paid in full must be attached to this form.** Payment may also be made to Mr. Ady in room II-320 by cash or check *(made out to Smoky Hill High School)*. Pay in full for your exams; no payment plans available, no partial payments accepted. **Bring this completed registration form and submit it with payment and all required documents to the SHHS Post Graduate Center prior to the deadline. Incomplete forms and unpaid registrations will result in no exam(s) ordered.**

LATE REGISTRATION AND LATE FEES

Registrations after November 15, 2023 are permitted only by SHHS AP approval. Late fees of \$40 per exam *(charged by College Board)* apply to ALL registrations made after November 15, 2023 deadline, resulting in cost of \$140 per exam. *(Fee waivers DO NOT cover late fees)* No late registrations are accepted after March 8, 2023.

REFUNDS

Cancellations after November 15, 2023 will be issued a refund, minus College Board's \$40 cancellation fee. No refunds issued after March 15, 2022. No refunds are issued on the day of exams. No refunds are issued for an absence which is not excused prior to an exam nor for missed exam due to late arrival at testing location.

FINANCIAL ASSISTANCE

Cost reduction fee waivers are available for students who qualify for free and reduced lunch program. Submit student's 23-24 CCSD Free/Reduced lunch confirmation letter to SHHS AP **prior to payment** to receive 50% fee reduction cost adjustment on exams. *Taking multiple exams does not qualify for fee reduction.*

Request CCSD confirmation letter here: irojasnarvaez@cherrycreekschools.org

Refer questions regarding registration and payment to Mr. Michael Ady in room II-320 or email: mady@cherrycreekschools.org

23-24 AP Exam Registration and Payment Worksheet

STUDENT NAME: Last _____ First _____ ID# _____

PLEASE PRINT

College Board schedules all exams. 2024 AP Exams will take place May 6-10 and May 13-17.

Student will take IB exams this year? (Circle one) YES NO

If YES, student must enter their IB exams on the AP test registration site so that we are aware of any testing conflicts. When AP exam date/time conflicts with IB exam date/time, student will take an alternate AP exam scheduled by College Board the week following standard testing. Dates/times to be announced.

PAYMENT DETAILS: Fee waivers and late fees

Is student eligible in 23-24 year for CCSD Free/Reduced lunch? (Circle one) YES NO

If YES, submit a copy of your CCSD free/reduced lunch confirmation letter prior to payment to receive cost reduction waiver. 50% cost reduction applied directly to exam fees upon approval. (see Financial Assistance on reverse side)

Late fees:

College Board charges \$40 per exam for registrations or cancellations made after Nov 15, 2023

Registration is incomplete until paid in full. Payments made after Nov. 15, 2023 will incur late fees.

(example late fees for 2 exams = \$80, Total \$280)

(example late fees for 2 exams with lunch waiver: \$100 + \$80, Total \$180)

(example: register on Sept. 15 for 2 exams. Payment not made until Nov. 16 2 exams = 200 + late fees = \$80, total \$280.)

Document Checklist: Lunch Program letter (if eligible) _____
Total Registration Statement (required with all payments) _____
Credit card payment receipt (required if payment made online) _____

Total Payment Submitted: _____

I have registered online for my selected AP exams and I have entered the join codes for them on the College Board AP website. I understand that any changes to this registration must be arranged through SHHS AP, and changes or late registration may incur late fees or cancellation fees, which do not qualify for fee reduction.

Student Signature _____ Date _____

Parent Signature _____ Date _____

For office use only

Date pmt. rcvd _____

#Exams in CB _____

TR Balance statement _____

F&R form _____

Pmt. Method: Check# _____

Cash _____

CC rcpt. _____