



## WAUBONSIE VALLEY HIGH SCHOOL 2018 AP REGISTRATION PROCESS

Dear AP Students and Parents,

Please carefully read through this information regarding AP Exams. With the volume of AP exams that we give each year, it is essential that both students and parents understand the registration process.

### REGISTRATION PROCESS

Waubonsie Valley High School is pleased to offer online AP test registration again this year. Students can complete the registration process online at: [www.TotalRegistration.net/AP/140184](http://www.TotalRegistration.net/AP/140184). Online registration will open Monday, February 12<sup>th</sup> and be available through Sunday, March 18<sup>th</sup>. For the 2018 AP Exams, the cost is \$98 per exam. Students eligible for free or reduced lunch will be charged a reduced fee of \$10.00 per exam once they have been approved.

Students must answer all of the required questions on the registration site in order to complete the exam registration process. **A confirmation page indicates that the exam registration has been successfully completed. Please print a copy of your confirmation page for your records.**

### PAYMENT PROCESS

Waubonsie Valley High School offers families the ability to pay their exam fees online at the time of registration. Please be sure to have a credit card or debit card available before beginning registration. If you are not able to pay online by debit or credit, you must print an Exam Fee Payment Stub to be mailed with your payment. Instructions for mailing in payments are included on the fee payment stub. **Payments will not be taken at WVHS.** Registrations that are not paid by 11:59 PM, on Wednesday, March 21, 2018 will be cancelled and exams will not be ordered.

**LATE FEE:** If you do not register for your test by March 12<sup>th</sup>, you can still register online from March 13<sup>th</sup> through March 18<sup>th</sup> for a \$10.00 late fee PER EXAM (not per student). It is very important to understand that we CANNOT accept test registrations after March 18<sup>th</sup> regardless of the circumstance.

**CANCELLATION POLICY:** We understand that on rare occasions students must cancel an exam. Here is our refund policy:

- Students who cancel an exam by Sunday - March 11, 2018 are entitled to a full refund of the exam fee.
- Students who cancel an exam by Friday – March 23, 2018 are entitled to a refund of the exam fee minus a cancellation fee of \$25.00 (per exam cancelled).
- After Friday – March 23, 2018 there are no refunds.
- Cancellations must be made online at [www.TotalRegistration.net/AP/140184](http://www.TotalRegistration.net/AP/140184)

**TWO TESTS AT THE SAME TIME:** If a student wants to take two tests that are scheduled at the same time, the system will accept the registration, however, one of the exams will become an 'alternate exam'. After the registration window closes, we will determine which tests will be given on the alternate testing date and notify you. Keep in mind that the alternate tests dates are May 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>. College Board sets the dates and times for all testing, including alternate tests. Alternate testing will only be approved for students that have two exams scheduled at the same time, have an approved school related conflict, or are ill on the day of testing.

**ADDITIONAL INFO:** Please know that if your afternoon exam ends after the end of the school day, families must provide their own transportation. All students will be **required** to attend a pre-administration session that will occur the week of April 30<sup>th</sup> in order to test. Additional information will be provided as the date approaches.

Please contact Ryan VanKampen at [ryan\\_vankampen@ipsd.org](mailto:ryan_vankampen@ipsd.org) if you have any questions regarding testing.