

## AP EXAM ORDER FORM 2020

**Advanced Placement Students: The fee for each AP exam is \$94. Follow these steps to complete the registration, payment, and confirmation process by October 25<sup>th</sup>, 2019:**

- 1) Complete this AP Exam Order Form
- 2) Select your payment method: Check (made out to "MLWGS"), cash, or online payment at <https://osp.osmsinc.com/MLWGS> (convenience fee applies)
- 3) Turn in your AP Exam Order Form to the Counseling Office between 11:30 a.m. and 3:30 p.m., October 21<sup>st</sup> - 25<sup>th</sup>. Students should attach their payment or online payment receipt to their AP Exam Order form. A member of the counseling team will review the order form and payment with each student. *Students should visit us outside of class time during lunch or afternoon study hall.*

Student Name (Print Clearly): \_\_\_\_\_ Grade: \_\_\_\_\_

List ALL AP Courses in which you are enrolled and indicate whether you plan to take the corresponding exam in May 2020.

Advanced Placement Courses (List All)	I plan to take the AP exam (check if yes)	I do <u>not</u> plan to take the AP exam (check if no)	Cost (\$94 per exam)	Parent Initials

If you would like to take an AP exam for a course you are not enrolled in or is not taught at MLWGS, you may indicate this preference below. If the course is not currently being taught, there must be at least three requests for the exam to be administered and additional proctor fees (not to exceed \$20) may apply. MLWGS is not obligated to provide make-up testing for special request exams. If the exam is offered, you will be given an "exam only" join code which will allow you to order an exam, but it will not give you access to the online preparation resources provided by the College Board. The same cancellation fees apply if a student decides not to test after November 14<sup>th</sup>.

Independent Advanced Placement Exam You Would Like To Take as "Exam Only" Status (AP courses taught at MLWGS and Statistics will definitely be offered; other subjects must have 3 or more requests)	I acknowledge the terms listed above (check if yes)	Cost (\$94 per exam)	Parent Initials

A fee waiver or reduction is available for families that meet certain guidelines but must be approved in advance. **Please see your counselor by Monday, October 21<sup>st</sup> to inquire about a fee waiver or fee reduction.** (Put \$0 below if approved.)

<b>Total:</b>		Staff Use Only →	Payment Type: (check # if applicable)	Date Payment Received:	Staff Member Initials:
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As a reminder, a late fee of \$10 per exam will be applied between October 28<sup>th</sup> and November 14<sup>th</sup>. Beginning November 15<sup>th</sup>, AP exams will have been ordered and the College Board add/drop fee of \$40 per exam will apply. Exams cannot be added after March 13<sup>th</sup> and no refunds will be issued after April 13<sup>th</sup>. Please sign below to acknowledge these deadlines.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_