

October 7, 2019

Dear NEST+m Students and Families,

AP Exams will begin May 4th, 2020. Normally, registration happens in the Spring, but this year, College Board has made many changes to the registration process, including requiring registration in the Fall. Please review the entire contents of this Registration Letter. Our students may sign up for any exam we offer for a class they are enrolled in. Additionally, if students have self-studied for courses/exams currently offered at NEST+m, they may register for that exam if there is available space in the testing rooms. We cannot accommodate independent study exams for courses we do not offer.

Pay by November 1 to avoid any late fees!

Registration: October 7th-November 1st

Late Registration: November 2nd - March 13th (**additional fees required**)

Exams Offered at NEST+M

Chemistry	English Literature & Composition	Spanish Language & Culture	AB Calculus
US History	English Language & Composition	Principles of Computer Science	BC Calculus
World History	Physics I	Psychology	Statistics
Biology			

Required Steps to Register

Students should complete the following 3 steps in order to be fully registered.

- 1) Determination of qualification for reduced fee exams. This should be completed for EVERY student by the head of household or parent at <https://www.myschoolapps.com/>
- 2) Students should login to their College Board account and indicate which exam(s) they are planning to take using join codes for their section provided by their AP teachers. <https://www.collegeboard.org>
- 3) Students should login to their TotalRegistration.net account using the same email they used in prior years. If this is their first time taking an AP exam they need to create an account at: user.totalregistration.net/AP/333843

Cost of Exams

- The full cost of each exam is \$98. College Board charges \$94 and NEST+m includes \$4 to cover administrative costs (per exam)
- Students who qualify for reduced fee exams (through the DOE Free or Reduced Lunch program) will pay \$57 per exam. College board charges \$53 plus the NEST+m \$4 administrative fee (per exam).

Late Fees

- There will be a \$10 late fee per exam for registrations made between November 2nd-November 13th.
- There will be a \$45 fee per exam for exams ordered after November 13th (Late fee is mandated by College Board)

Cancellation Fees - NEW THIS YEAR

- There will be a \$44 cancellation fee PER exam if students cancel exams after November 15th (\$40 College Board, \$4 administrative)

Payments

- NEW THIS YEAR: Payments will be accepted by **CREDIT CARD** on the TotalRegistration.net portal from Monday October 7th – Friday March 13th. No payments will be accepted at the school.
- Registrants may pay in installments, but must pay a minimum of \$44 by November 1st to avoid late fees. Students have until March 9th to pay the balance of their accounts.
 - If making multiple payments; be aware that Totalregistration charges a fee of \$2.75 per each additional credit card transaction.
- Students have the option of mailing a check or money order to Total Registration at the address provided on their website.
 - There will be no refunds if exams are paid for with check or money order -- this includes any refunds that would come through NY State or City subsidies.

Refunds

- Students who cancel an exam by Wednesday, Nov 13, 2019 are entitled to a **full** refund of the exam fee.
- Students who cancel an exam after November 13 and before Wed - Mar 11, 2020 are entitled to a refund of the exam fee minus a cancellation fee of \$44.00 (per exam cancelled).
- After Wednesday, March 11, 2020 there are **NO** refunds.
- Late fees and administrative fees are nonrefundable

Reduced Fee Exams (through DOE Free or Reduced Lunch program)

If students indicate on the totalregistration.net portal that they are entitled to pay reduced fee exams, their registration will be held until eligibility is confirmed by the AP Coordinator. Later in the year, NY State/NY City may subsidize part of the exam payments for students who qualify for reduced fee exams. Once the level of reimbursement (if any) has been determined, refunds will be computed and reimbursed by Total Registration to the credit card used for online payments. Payments made with check or money order will not be refunded.

Alternate Exams (Late Testing)

If possible, late exams will be coordinated for absentees with College Board-approved excuses.

Students with College Board-Approved Accommodations

Students who have College Board-approved accommodations should register for regular testing dates, but they may be notified by the AP Coordinator that the date of a particular exam may be changed. You will receive notification of any change to the testing schedule.

If you have any questions about the Registration Process contact jarberman@schools.nyc.gov

Questions regarding payments or fees should be directed to Business Manager Julie Longmuir JLongmuir@schools.nyc.gov