

Dear Students and Families,

Taking the Advanced Placement exams is an important part of all AP courses. North Harford High School encourages all students who enroll in AP courses to take the AP exams. Students who score well on an AP exam can often earn college credit for their high school class, saving a significant amount of money on tuition. To learn more about the AP program, please visit <https://www.collegeboard.org/>.

The purpose of this letter is to notify you of the process for registration for any AP exam.

1. **REGISTRATION PROCESS:** Registration will take place through the Total Registration Online (TRO) Platform, which will be linked on your school's website. Students must also put in the AP Join Code for each course/exam in their Collegeboard account (<https://www.collegeboard.org/>).
2. **COST:** Cost to register will be \$102.00 per exam when a student registers between the open window of October 9th, 2022 and November 9th, 2022. If your student qualifies for Free and Reduced Meals (FARMS), they will be charged \$40.00 per exam.
3. **LATE REGISTRATION:** A late registration window will be open from November 16th, 2022, through March 6th, 2023. If a student registers between November 16th and March 6th, the College Board will impose a \$40.00 non-refundable fee, making registration \$140.00 (\$80.00 for FARMS) per test. This \$40.00 fee is non-negotiable and will not be refunded for any reason if a student determines that they will not test.
4. **CANCELLING A TEST:** A student may opt to not test at any time; however, the College Board will hold a \$40.00 cancellation fee when disbursing funds. So, if a family paid \$102.00, and a student registered for the test and chooses not to test, the refund amount would be \$62.00. This fee is non-negotiable.

Your student will be notified of the open registration window as the registration period approaches.

Thank you for your assistance with the registration process. For assistance with content questions, please contact your child's AP teacher. For questions regarding test registration, please contact Ms. Tricia Uppercue.