



AP Fee Reduction Policy

Eligibility criteria

Primary Criteria for Schools/Districts NOT Participating in Community Eligibility

For schools and districts that do not participate in the Community Eligibility Provision, enrollment in or eligibility to participate in the Federal Free or Reduced-Price Lunch Program can still be used as a proxy to determine eligibility for AP Exam reductions. For these schools/districts, the following criteria must be used:

Students who are either enrolled or eligible to participate in the Federal Free or Reduced Price Lunch Program qualify for the \$32 College Board fee reduction on all AP Exams that they take in a given year.

A student is eligible for free or reduced price lunches if his or her family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services.

Primary Criteria for Schools/Districts Participating in Community Eligibility

Students are eligible for the AP Exam fee reduction on all AP Exams that they take in a given year if:

- their family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- they qualify as an "identified student" because they are: in foster care or Head Start, or homeless or migrant, or living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits.

The table below lists annual family incomes, by family size, at 185 percent of the poverty level. If the AP student's family's income did not exceed the amount listed in the appropriate row and column, he or she qualifies for a College Board fee reduction.

Size of Family Unit	Annual Family Income*	Annual Family Income* for Alaska	Annual Family Income* for Hawaii
1	\$21,978	\$27,454	\$25,290
2	\$29,637	\$37,037	\$34,096
3	\$37,296	\$46,620	\$42,902
4	\$44,955	\$56,203	\$51,708
5	\$52,614	\$65,786	\$60,514
6	\$60,273	\$75,369	\$69,320
7	\$67,951	\$84,952	\$78,126
8	\$75,647	\$94,572	\$86,969
Each additional family member add:	\$7,696	\$9,620	\$8,843

*The figures shown under family income represent amounts equal to 185 percent of the federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the Federal Register, Vol. 81, No. 81, 3/23/16, p. 15503

Alternative Criteria for All Schools/Districts (Those Participating in Community Eligibility and Those Not)

If your school would prefer to use another method for determining which students qualify for AP Exam fee reductions, any of the following criteria are allowed:

- The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- The student's family receives public assistance.
- The student lives in a federally subsidized public housing or a foster home, or is homeless.
- The student is a ward of the state or an orphan.

Procedure

AP Coordinators must complete three important tasks for their schools to be appropriately credited for available fee reductions:

Step 1: Indicate Fee Reduction Totals Before Ordering

Coordinators must indicate **before** ordering how many AP Exams will qualify for the fee reductions for low-income students. An optional online roster/calculator is available in the AP Exam Ordering website to help you determine the total number of qualifying students and exams. If you already have this information you do not need to use the online roster/calculator and can simply enter the total number of qualifying students and exams. Schools will be able to revise their totals as needed prior to generating their invoices, but should make every effort to provide accurate totals before ordering.

Step 2: Fill in the Fee Reduction Circle on Answer Sheets

The fee reduction circle must be filled in for all students who qualify for a College Board, federal, and/or state fee reduction. Coordinators must indicate which students are eligible for fee reductions by filling in the appropriate circle on the student's **registration** answer sheet. AP Coordinators should not bubble in all other answer sheets for those students taking multiple exams.

There are two fee reduction circles on the answer sheet, in the "School Use Only" section. **Only one circle should be filled in for each student eligible for funding.**

- **Option 1:** Low-Income Students (who meet low-income family guidelines for College Board, federal and state fee reductions).
- **Option 2:** Non-Low-Income Eligible Students (who are eligible for subsidies based on state criteria other than the College Board fee reduction policy).

Fee reduction options are captured separately for exams that don't require answer sheets:

- **Schools administering AP Studio Art Exams:** Coordinators can designate a student's fee reduction for AP Studio Art using the Digital Submission Web application. For more information, visit the [online demo](#) or the Web application [help text](#) for details.
- **Schools administering AP Chinese or Japanese Exams:** Coordinators must use the Fee Reduction/Section Designation Form to indicate students eligible for fee reductions.

Step 3: Generate, Submit and Return Your Invoice

All schools must generate and submit an invoice, print a hard copy, and email the completed invoice to the APNM Program apnm@nmhu.edu. You will need to indicate the total number of exams with fee reductions again when generating your invoice. Schools accessing this screen (apnewmexico.com) after May 31st will have a \$200 late fee automatically added to their invoices.



Dear Parent or Guardian:

Your son/daughter has the opportunity to take College Board Advanced Placement® (AP) exams in May, 2018. The initial cost of each exam is \$94; however, many low income New Mexico students may qualify for test fee reductions.

Cost Per Exam	\$94.00
College Board Fee Waiver	-\$32.00
School foregoes administration fee (suggested)	-\$9.00
Exam Cost	\$53.00
<i>New Mexico State Fee Subsidy (Test Fee Reduction for Qualified Students)</i>	<i>-\$50.00</i>
<i>Projected Cost to Student</i>	<i>=\$3.00</i>

New Mexico students whose family income does not exceed the amount listed in the appropriate row and column in the table below, qualify for an AP test fee reduction.

Size of Family Unit	Annual Family Income*
1	\$21,978
2	\$29,637
3	\$37,296
4	\$44,955
5	\$52,614
6	\$60,273
7	\$67,951
8	\$75,647
More than 8	Add the following dollar amount for each additional member: \$7,696 for the 48 contiguous U.S. States

The figures shown under family income represent amounts equal to 185 percent of the 2016-17 federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the *Federal Register*, Vol. 81, No. 81, 3/23/16, p. 15503.

If your school would prefer to use another method for determining which students qualify for AP Exam fee reductions, **any** of the following criteria are allowed:

1. The student's family income is at or below the Census Bureau's "poverty threshold." The Census "poverty threshold" varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. If your school chooses to use the Census Bureau's "poverty threshold" to determine a student's low-income status and eligibility it should use the 2011 "poverty threshold" information available at the U.S. Census Bureau website: http://www.census.gov/hhes/www/cpstables/032011/pov/new35_000.htm.
2. The student's family receives assistance under Part A of Title IV of the Social Security Act.
3. The student is eligible to receive medical assistance under the Medicaid program under title XIX of the Social Security Act.

If you believe any of the criteria listed above qualifies your son/daughter for reduced test fees, please complete this form and return the original to your son/daughter's school as soon as possible. Your school must keep this signed document on file in the event of an audit and send a copy by May 15th or sooner to AP New Mexico – apnm@nmhu.edu

_____ Date _____

School _____

Student Name _____ Student Id # _____

Parent's Name (Printed) _____ Parent's Signature _____