



2018 AP Fee Waiver Application Instructions

The West Virginia Center for Professional Development (WVCPD) will provide funding through a grant from the West Virginia Department of Education for the 2018 AP exams. The payment structure for the AP exams is as follows:

Cost of individual AP exam	\$94.00
College Board fee waiver	\$32.00
Normal school rebate (waiving of the rebate)	\$ 9.00
AP Test Fee waiver through WVCPD	\$38.00
<i>Amount qualifying student must pay per exam</i>	<u>\$15.00</u>

WVCPD will pay the \$38.00 per qualifying exam cost directly to College Board. You will **not** be responsible for submitting that payment to College Board. You are responsible for providing the \$15.00 per qualifying exam payment to College Board.

A student must meet at least one of the qualifying criteria listed on the enclosed sheet in order to qualify for a fee waiver. You may utilize the enclosed student sheet if you are unsure whether students qualify. **The student form is for your internal records and should not be returned to WVCPD.**

Each school must return the enclosed 2018 AP Fee Waiver School Application in order to receive funding. The paperwork is enclosed. Please follow the steps outlined below:

1. Determine which students meet the eligibility guidelines. (See student application.)
2. List the students and exam(s) taken on the enclosed form. **WVCPD no longer requires an application from each student.**
3. Ensure that you have counted **each exam**, rather than each student, and list that number on the last page of the form.
4. Ensure that the total number of exams matches the number of qualifying exams on your College Board invoice.
5. Return the form, **along with a copy of your College Board invoice**, to WVCPD on or before **May 31, 2018.**

Return Completed School Form through one of the following:

1. Faxing to (304) 558-0989
2. Emailing scanned copy to Jenna.R.Green@wv.gov
3. Mailing to: WVCPD, The Culture Center, Lower Level, 1900 Kanawha Boulevard East, Box 210, Charleston, WV 25305