

March 11, 2009

Dear AP Coordinator:

The West Virginia Center for Professional Development, with help from the Advanced Placement Test Fee Payment Grant through the U.S. Department of Education, is pleased to offer qualified low-income students the opportunity to take Advanced Placement examinations at **no cost**. To qualify for the federal grant (\$56 per student), each student must participate in the College Board Fee Reduction Program, which provides a \$22 fee reduction per exam for students with acute financial need. The school must forego the \$8 rebate. If you are unfamiliar with the College Board Fee Reduction Program, please review the College Board Fee Reduction Policy at <http://apcentral.collegeboard.com> under "The Exam."

Please review qualifying students' family income included on the application. Be sure to include all students who will benefit from the grant, but remember that each student is considered based on the need of that *individual* student and not by the overall poverty rate of your school or county.

Schools or counties will be reimbursed the cost of AP exams. Thus, it is extremely important that we receive correct paperwork before the **April 10, 2009**, deadline so that checks may be mailed to schools or counties in early June.

An application, instructions for completing the application, and invoice for the total number of exams taken by eligible students are enclosed in this packet. Your principal and faculty senate chair have received notification of this grant program. This funding must not be used to supplant any fee reduction program currently in place at the school or county level.

If you have eligible students, please have each one complete the enclosed reproducible application. Once you have collected all forms from your school, mail them by **April 10, 2009**, with the invoice for the total number of exams taken by eligible students. *If your invoice and student sheet totals do not match, your paperwork will be sent back to you and will risk not being processed before the deadline.*

Please contact me with questions at 1-800-982-7348, (304) 558-0539, or [klinville@wvcpd.org](mailto:klinville@wvcpd.org).

Sincerely,

Karen Linville  
Director of Programs for New Teacher Induction and Advanced Placement

Enclosures

## Advanced Placement Test Fee Waiver

### Information Sheet

1. Identify qualified students as follows:
  - a. Enrolled in an Advanced Placement course in a West Virginia public or private school;
  - b. Registered to take the Advanced Placement examination in the same subject in which (he/she) is enrolled;
  - c. Registered to receive the College Board fee reduction;
  - d. Completed eligibility form that includes the following:
    1. Indication that the student is on free/reduced lunch; has a household taxable income from the preceding year that did not exceed 185% of the poverty level as established by the Bureau of the Census; or is eligible to receive assistance under Part A, Title IV of the Social Security Act or Medicaid.
    2. Signed by parent/guardian.
    3. Signed by school principal as verification.
2. The principal, as the school leader, will be required to provide an indication that according to information in the school's possession, the statements attested to by the student's parent/guardian are accurate.
3. AP Coordinators need to follow the two steps below to obtain fee reductions for qualified students. AP Coordinators should keep a list of the students who qualify for fee reductions and the titles of the AP Exams they will be taking. Coordinators may use the Fee Reduction Worksheet that appears in the back of the *AP Coordinator's Manual* for this purpose.
  - Step 1:** On the qualifying student's registration answer sheet, AP Coordinators must fill in the "Option 1" or "Option 2" fee reduction oval. The *AP Coordinator's Manual* contains instructions for properly marking the answer sheet so that billing is correct.
  - Step 2:** Coordinators must indicate the total number of exams with fee reductions when generating the invoice online and return this invoice by mail to the Center.
4. The students will then receive a \$22 waiver from the College Board for each exam taken. If the student is approved by the Center, he or she will receive \$56 toward each exam. The school will waive the additional \$8. *This means that eligible students do not pay to take AP exams.*
5. The Center will mail checks for all students designated on the invoice at the beginning of June, for those schools that submit all forms by the April 10, 2009, deadline. If this deadline is missed, the Center cannot assure that a school will receive the check by this date. The check serves as a reimbursement to the school for test fees.

### Resources:

College Board – [www.collegeboard.com](http://www.collegeboard.com)

AP Central – <http://apcentral.collegeboard.com>

Test Fee/Reduction Information: <http://apcentral.collegeboard.com/apc/public/exam/calendar/190165.html>

AP Test Hotline – 1-877-274-6474/Email – [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

WVCPD Phone – 1-800-WVCPD 4U

WVCPD Web Site – [www.wvcpd.org](http://www.wvcpd.org)

Karen Linville, Director of Programs for AP, Center for Professional Development, [klinville@wvcpd.org](mailto:klinville@wvcpd.org)

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\*In determining a student's eligibility, school officials are asked to exercise judgment based on knowledge of the student's circumstances, not investigation of the family's financial status. Please remember this program is based on individual student need and not the overall poverty rate of your school or county. If at any point you find it difficult to attain the signature of a parent/guardian, please contact us.

## Application for Advanced Placement Fee Payment Program

West Virginia Center for Professional Development  
208 Hale Street • Charleston, WV 25301

(304) 558-0539 • (800) 982-7348 • Fax: (304) 558-0989 • [klinville@wvcpd.org](mailto:klinville@wvcpd.org) • [www.wvcpd.org](http://www.wvcpd.org)

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### Part 1: General Information

*Application(s) due to the WV Center for  
Professional Development by April 10, 2009.*

Student's Name \_\_\_\_\_

Student's School \_\_\_\_\_

List AP examinations which the student will complete during 2008-2009 academic year:

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- 

### Part 2: Eligibility Information

Students are eligible to receive fee reduction(s) only if the family can certify that one of the following is true.

Please check *at least one*:

1. \_\_\_\_\_ My child receives free or reduced lunch.
2. \_\_\_\_\_ Our household income is equal to or less than the amount listed in the chart below for our household size:

Size of Family Unit	Annual Family Income*	Size of Family Unit	Annual Family Income*
TWO PERSONS	\$ 25,900	SIX PERSONS	\$ 52,540
THREE PERSONS	\$ 32,560	SEVEN PERSONS	\$ 59,200
FOUR PERSONS	\$ 39,220	EIGHT PERSONS	\$ 65,680
FIVE PERSONS	\$ 45,880		

FOR FAMILY UNITS WITH MORE THAN 8 MEMBERS, ADD \$6,660 FOR EACH ADDITIONAL FAMILY MEMBER. (Figures based on gross family income.)

\*The figures shown under family income represent amounts equal to 185 percent of the family income levels established by the U.S. Department of Health and Human Services for determining poverty status. These levels were published by the U.S. Department of Agriculture in the *Federal Register*, Vol. 73, No. 69, April 9, 2008, pp. 19186-19187.

3. \_\_\_\_\_ My family receives assistance under Part A of Title IV of the Social Security Act.
4. \_\_\_\_\_ My family receives medical assistance under the Medicaid program.

**PLEASE MAKE SURE SIGNATURE PAGE (ON BACK) IS COMPLETED.**

I certify that all information provided is correct. I understand that this information is being given for the receipt of federal funds and that deliberate misrepresentation of the information may subject me to persecution under applicable state and federal law.

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Parent/Guardian Date

**Part 3: Signatures**

To the best of my knowledge the information indicated by the parent/guardian is correct.

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Guidance Counselor/ AP Coordinator Date

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School Principal Date

**Deadline for receipt of applications: April 10, 2009**

Mail or fax to:  
West Virginia Center for Professional Development  
208 Hale Street • Charleston, WV 25301  
Fax: (304) 558-0989 • [klinville@wvcpd.org](mailto:klinville@wvcpd.org) • [www.wvcpd.org](http://www.wvcpd.org)

## INVOICE

Advanced Placement Fee Payment Program  
West Virginia Center for Professional Development  
208 Hale Street  
Charleston, WV 25301  
(304) 558-0539 • Fax: (304) 558-0989 • (800) 982-7348  
[www.wvcpd.org](http://www.wvcpd.org)

Please print clearly.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

School Phone: \_\_\_\_\_

Name of School Principal: \_\_\_\_\_

Name of AP Coordinator: \_\_\_\_\_  
(or other person completing this form)

Total of invoice should equal total number of exams taken by qualifying students x \$56 per exam taken.

Number of exams \_\_\_\_\_ x \$56 = **Total of invoice \$** \_\_\_\_\_  
(Multiply number of exams by \$56 to get total of invoice \$.)

**Please note: The total number of exams listed above must match the number of exams submitted on the student applications or your paperwork will be returned.**

\_\_\_\_\_  
Signature of AP Coordinator/other

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Dixie Billheimer, Interim CEO

**Deadline for submission: April 10, 2009**