

Dear students and families: AP Exam Registration opens October 6, 2023. Please review the entire contents of this Registration Letter. Our students may sign up for any exam for the classes in which they are enrolled only; if students wish to enroll in an exam for a course that they are not enrolled in, they need to get permission to do so from administration. For 2023-2024, no outside students will be allowed to take AP exams at NEST+m.

Pay by November 12 to avoid any late fees!

Registration: October 6-November 12 (by 11:59 pm)

Late Registration: November 13 - March 8 (**additional fees required**)

Exams Offered at NEST+M

Chemistry	English Literature & Composition	AB Calculus	US History
Biology	English Language & Composition	BC Calculus	World History
Physics I	Seminar	Principles of Computer Science	Psychology
Physics C (E + M)	Spanish Language & Culture	Statistics	Environmental Science

Required Steps to Register

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

- 1) **Most students will have already done this step with their AP teacher in class. If you have done this already, skip to step 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>. If they wish to take the exam they must change exam status from “Undecided” to “Yes.” Students are strongly encouraged to do this ASAP to avoid late fees which begin November 16.
- 2) 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/Home/PickDistrict>
- 3) Students should login to their [TotalRegistration.net](https://www.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](https://www.TotalRegistration.net/AP/333843). Once you create an account on TR, you will be able to order the exams you wish to take in May 2024.

Cost of Exams

Exam	Regular Cost of exam	Cost for those qualifying for Free/Reduced Lunch
All exams except AP Seminar	\$103	\$62
AP Seminar	\$152	\$110

Late Registration Fee

- There will be a \$40 fee per exam for exams ordered after November 12th at 11:59 pm (Late fee is charged by College Board, not the school)

Cancellation Fees

- There will be a \$40 cancellation fee PER exam if students cancel exams after November 12th.

Payments

- Payments will be accepted by **CREDIT CARD** on the TotalRegistration.net portal from October 06th – November 12th. No payments will be accepted at the school.
- Registrants may pay in installments, but must pay a minimum of \$50 by November 12th to avoid late fees. Students have until February 15th to pay the balance of their accounts.
 - o 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.
 - o 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 Nov 12, 2022 are entitled to a **full** refund of the exam fee.
- Students who cancel an exam after November 12 and before March 8, 2024 are entitled to a refund of the exam fee minus a cancellation fee of \$40.00 (per exam canceled).
- After Wednesday, March 8, 2023 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 a 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. Please reach out to Mrs. Borock if you have any questions.

Students with College Board-Approved Accommodations

Students who have College Board-approved accommodations should register for regular testing dates. Please reach out to your guidance counselor if you have specific questions about your accommodations.

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

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