

LTHS AP[®] Course and Exam Agreement

Student Name:

AP[®] Course Exam:

Student ID Number:

AP[®] Course Instructor:

Parent/Guardian Name:

AP[®] Course Join Code:

Congratulations on your decision to enroll in one or more AP[®] courses!

Lake Travis High School is committed to providing our students with opportunities that allow them to earn college credit in high school, and we applaud your effort to participate in rigorous, college-level instruction that helps to prepare you for post-secondary academic experiences. It is strongly recommended that students enrolled in AP[®] courses participate in the AP[®] exam administration to have the opportunity to earn college credit. The [College Board](#) research shows that students who commit to AP[®] exams earlier in the year improve their performance in both the course and on the exam.

The College Board has developed registration guidelines that require all students who register to take AP[®] exams do so by the dates listed below through [AP Classroom](#) (join codes specific for each class are provided by AP[®] Course Instructor to students in class) :

October 4	Preferred deadline for year-long and fall semester courses
November 15	Final deadline for year-long and fall semester courses
March 15	Final Deadline for spring semester courses

It is the responsibility of the student to join [AP Classroom](#) for each AP[®] course to order each AP[®] exam **and** pay for each AP[®] exam. Lake Travis High School collects payment for exams through [RevTrak](#) - an online fee collection system.

Payments made on or before November 15 for year-long and fall semester courses will be charged the standard cost of the exam - \$100 per exam/\$150 for AP[®] Capstone Exams (AP[®] Seminar and AP[®] Research).

Payments made after November 15 will be assessed a \$40 late fee per exam.

**Spring semester course exams must be paid through RevTrak by March 15 to be charged the standard exam fee.*

All exam fees for year-long, fall semester, and spring semester courses must be paid in full by May 1 without exception.

If a student qualifies for free or reduced lunch, they automatically qualify for reduced fee exams. Please contact [Mrs. Jen McNeil](#), LTHS campus testing coordinator, for assistance with reduced fee exams - reduced fee payments cannot be made through RevTrak. If the cost of AP[®] exams would prevent a student from being able to participate in this opportunity, the campus testing coordinator can assist that student with qualifying financial arrangements.

Each exam is given at a [strict time and date set by The College Board](#). Make-up and late exams are only offered in the event of a school related conflict or illness/emergency. A "late exam" is defined as an exam prearranged due to a known conflict. Proper documentation must be submitted to the AP[®] Coordinator, Jen McNeil, prior to the date of the exam in order to qualify for a late exam. A "make-up exam" is defined as an exam arranged due to an unexpected absence on the date of the exam. Make-up exams are only available if the student is unable to attend school on the day of the exam due to illness or emergency and official documentation of illness or emergency must be submitted to the AP[®] Coordinator within 48 hours of the absence.

Per The College Board's policy, an additional fee of \$40 will be assessed to those individuals who register for an exam after the deadline or fail to take an exam they register for. **Failure to sign and/or return this document does NOT relieve you of this financial responsibility.**

Students with unpaid exam fee balances from the prior year will not be allowed to sit for the current year's exams until all current and outstanding fees are paid in full. Graduating students will need to pay all exam fees in order to clear final obligations as a graduation requirement.

I agree to all the conditions outlined in this document.

I understand that the AP[®]Exam fee for registering late, canceling, or not showing for the exam will be **\$40.00 per exam**. In addition, I understand that the schedule for AP[®]Exams is strictly set and it is my responsibility to attend the exam on the posted date and time, unless I have a school related conflict, documented illness, or documented emergency.

I understand that LTHS will hold me accountable for any fees incurred as a result of my actions and that failure to return this signed document does not relieve me of this responsibility.

Student Signature

Date

Parent/Guardian Signature

Date

AP[®]Course Instructor Signature

Date

All forms will be turned into the AP[®]Course Instructor who will then file them with the AP[®]Coordinator by March 15