

# AP Exam Overhaul Impact Partial Payments and Deposits

College Board (CB) exam ordering changes require schools to order the majority of their AP Exams by Nov 15, but do not require payment from the school until June.

## Potential Issues

**Payment Timing:** Schools may find families unwilling to pay full exam costs at the beginning of the semester when CB mandates exam enrollment for May exams. Further, some students may be unable to commit to the exam at the time of enrollment.

**Subsidies:** Schools may lack complete information regarding subsidies (e.g. State Free/Reduced Funding) prior to student enrollment.

To avoid incurring liability for either or both CB late fees and cancellation fees per exam if students miss CB deadlines, some schools have implemented a 'deposit' or 'partial payment' model to hedge against CB fees, but such a multi-step payment process can cause accounting and reconciliation issues.

## Best Practices and Recommendations

- **Allow Partial Payments** - Due to the new early ordering date schools find allowing families to make partial payments is most efficient and acceptable to families.
- **Require a Minimum Payment** – Schools set a minimum payment of at least \$40.00/exam to cover the cancellation fee if students cancel after Nov 15.
- **Notify Students Who Have Not Paid** – It is critical that schools notify the students and parents for any student that has not paid the minimum prior to Nov 15.
- **Do Not Order Exams for Students without the Minimum of \$40.00/Exam Paid**
- **Remind Students and Parents to Pay Remaining Balance** – Contact both students and parents of students who have made minimum payment about their remaining balance prior to the Final March Ordering Deadline.
- **Cancel Exams in March for Students with Balance Due** – Cancel exams for any students who have not paid their entire fee obligation by March deadline. Families/Students should be notified multiple times prior to cancellation.

- **Partial Payments By Credit/Debit Card** - Schools using TR's Payment Processing can allow families to make partial payments via credit/debit card online and check/money order by mail. With this option, schools can set the minimum payment amount, removing school liability for the CB late/cancellation fee. Families will be given the choice between making the full payment or making a partial payment. If the family chooses partial payment, they will be charged a minimal fee. With this model, many families will elect to pay the full amount, decreasing the number of students that need to pay their remaining balance in the future.
- **Balance Due Report** – View the students who have not paid the minimum or all students who have a balance due at the click of a button.
- **Send Balance Due Reminders** – Schools send an email at the click of a button to students and their parents who have not paid the minimum. Later, schools can send a balance due email to remind students of any outstanding balance.

Total Registration has simplified the exam registration, financial tracking, payment collection, communication and organization processes for more than 1350 schools over the past 12 years. Schools registered more than half million students for over a million AP exams in 2019 using Total Registration.

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