

# AP Exam Overhaul Impact

## Partial Payments and Deposits

The College Board (CB) now requires schools to order the majority of their AP Exams by mid-November, but does not require payment from the school until June.

### Potential Issues

**Payment Timing:** Schools may find families unwilling to pay the 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) before 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. Still, such a multi-step payment process can cause accounting and reconciliation issues.

### Best Practices and Recommendations

- **Allow Partial Payments** - Due to the early-ordering date, schools find that 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 the school's initial exam ordering deadline in mid-November.
- **Notify Students Who Have Not Paid** – Schools must notify the students and parents that have not paid the minimum before the school's mid-November ordering deadline.
- **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 payments about their remaining balance before 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 the March deadline. Families/Students should be notified multiple times before 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 and/or cancellation fee. Families will be given a choice between making the total or 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 total amount, decreasing the number of students who need to pay their remaining balance.
- **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 to students and their parents who have not paid the minimum at the click of a button. Later, schools can send a balance due email to remind students of any outstanding balance.

Since 2007, Total Registration has simplified the exam registration, financial tracking, payment collection, communication, and organization processes for more than 1350. Schools registered more than 4 million students for over 8 million AP exams using Total Registration.

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