



State of Arizona  
Department of Education

**MEMORANDUM**

**DATE:** April 18, 2013

**TO:** High School Principal  
Superintendent, Unified and High School Districts  
Charter High School Principal  
IB Coordinator  
Counselor

**FROM:** Peter C. Laing  
*Senior Director*  
Advanced Placement Programs

**RE: **Notice of 2013 International Baccalaureate (IB) Exam Fee Waivers for Eligible Low-Income Students****

The Arizona Department of Education is receiving federal grant funds to provide **partial** IB exam fee waivers for IB students eligible for the Federal Free and Reduced Price Meal Program. Due to a decrease in the amount of federal funds available through this program, for the first time ***there will need to be a local contribution (which could be covered by the district, school, community, parent or student) of \$10 provided towards the final cost for each exam taken by an eligible student.***

To ensure the privacy of participating students, ***the names of individual students shall not be required or requested.***

**Please note the following important change:** For FY 2013, **AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students.** *Therefore, the candidate registration fees charged by the International Baccalaureate Organization are not allowable costs under this program for FY 2013.* This is now a new federal requirement by the US Department of Education for the AP Test Fee Waiver Program for 2012-2013.

**IB EXAM COST BREAKDOWN:**

The total cost for an IB exam is currently **\$104**. The State of Arizona, through this federal program, will pay a maximum of \$94 per IB exam for eligible low-income students.

**Required remaining local contribution per eligible exam: \$10**



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## IB EXAM FEE WAIVER PROCESS

- Fill out the Assurance Form on the next page and return it to the address listed at the bottom of the form. You may also choose to scan and email to [apwaivers@azed.gov](mailto:apwaivers@azed.gov) your signed and completed form, or send it by fax to (602) 364-0902.
- The International Baccalaureate Coordinator for each participating high school will facilitate the verification of low-income eligibility for each participating student at the school level to ensure student reimbursement eligibility. To ensure the privacy of participating students, ***the names of individual students shall not be required or requested.***
- The ADE will collect reimbursement invoices, along with a signed general statement of assurance, from each participating IB high school. The total number of candidates qualifying as low-income and the number of exams taken by each candidate must be itemized and included on the invoice

<b>IB Exam Fee Breakdown for Eligible Low-Income Students: 2012-2013 School Year</b>	
<b>Total Cost Per Exam</b>	<b>\$104</b>
<b>Cost Component</b>	<b>Amount Per Exam</b>
Federal Subsidy (AP Test Fee Waiver Program)	\$94
<b>Local Contribution</b> (e.g. District, School, Community, Parents or Student)	<b>\$10</b>

Please contact us with questions regarding the AP Test Fee Waiver Program at:  
[Sandra.Skelton@azed.gov](mailto:Sandra.Skelton@azed.gov) or (602) 542-4234

# ADVANCED PLACEMENT (AP) TEST FEE WAIVER PROGRAM ASSURANCE FORM

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I certify that all students participating in the Arizona Department of Education AP / IB Exam Fee Waiver Program for the 2012-2013 academic year have met the following guideline for low-income eligibility: 1) Data on children eligible for free or reduced-priced lunches under the National School Lunch Act.

\_\_\_\_\_  
Superintendent (please print)

\_\_\_\_\_  
AP Representative (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District / Charter Holder

**Participating High School(s):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone Number  
\_\_\_\_\_  
E-mail Address (please print)  
\_\_\_\_\_  
Date

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**Please return to:**

**Arizona Department of Education  
Advanced Placement Test Fee Waiver Program Bin 64  
1535 W. Jefferson Street  
Phoenix, AZ 85007**

You may also **scan and email** your signed form to  
**[apwaivers@azed.gov](mailto:apwaivers@azed.gov)**  
or, **fax** your signed form to (602) 364-0902.

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