



State of Arizona
Department of Education

MEMORANDUM

DATE: April 3, 2014

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 2014 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, ***there will need to be a local contribution (which could be covered by the district, school, community, parent or student) of \$18 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: For FY 2014 (as in 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 2014.* This is a continuing federal requirement by the US Department of Education for the AP Test Fee Waiver Program for 2013-2014.

IB EXAM COST BREAKDOWN:

The total cost for an IB exam is currently **\$108**. The State of Arizona, through this federal program, will pay a maximum of \$90 per IB exam for eligible low-income students.

Required remaining local contribution per eligible exam: \$18



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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 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

IB Exam Fee Breakdown for Eligible Low-Income Students: 2013-2014 School Year	
Total Cost Per Exam	\$108
Cost Component	Amount Per Exam
Federal Subsidy (AP Test Fee Waiver Program)	\$90
Local Contribution (e.g. District, School, Community, Parents or Student)	\$18

Please contact us with questions regarding the AP Test Fee Waiver Program at:

Sandra.Skelton@azed.gov or 602-542-4234

ADVANCED PLACEMENT (AP) TEST FEE WAIVER PROGRAM ASSURANCE FORM

I certify that all students participating in the Arizona Department of Education AP Exam Fee Waiver Program for the 2013-2014 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

Date

Please return by May 8th to:

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

You may also **scan and email** your signed form to
apwaivers@azed.gov

or, **fax** your signed form to 602-364-0902.

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