

CENTRAL BUCKS HIGH SCHOOL EAST

2023 AP TEST REGISTRATION INFORMATION

FOR 2nd SEMESTER CLASSES

Once students have completed digital activation in their AP classes, they **must** register and pay for the **2nd MP, and/or 2nd semester** AP exams on My Payments Plus.

Registration/Deadline: To register for your AP Examinations, please visit www.MyPaymentsPlus.com from **Thursday, February 2 through Tuesday, February 28, 2023**. **All registrations for an AP class beginning in the 2nd Marking Period or 2nd semester exam AP courses must be completed by Tuesday, February 28, 2023.**

Through this site, you will be able to view all available exams and registration dates and make AP exam payments for all students in the same household in one transaction.

- If you do not already have a My Payments Plus account, follow the on-screen instructions to create one.
- If you already have a My Payments Plus account, be sure to “Add” each student who will be taking an AP exam.
- When you complete the registration, you will receive a Confirmation Number. **If you do NOT receive a Confirmation Number, you have NOT registered. Please note your Confirmation Number here: _____.**

Payment/Additional Fees: The cost is \$102 per exam, which includes the registration fee. ****PLEASE NOTE** the following additional fees that will be applied **after the February 28th deadline** for 2nd semester classes:

- **Cancellation Fee:** \$40
- **Late Registration Fee:** \$40.00

Withdrawing from an Exam: Please note that exams must be taken on the College Board scheduled day. If you are no longer able to take an exam for which you have already registered, **an email or letter from a parent/guardian to Mr. Moustakas in Guidance (gmoustak@cbsd.org) is required at least 48 hours prior to the exam.** Refund will be \$62 per exam.

Financial Aid: Students who qualify for the free/reduced lunch program are eligible for a reduced exam fee. The adjusted fee will be reflected in your My Payments Plus account when you log in.

Technical support: If you experience technical issues with your account, or forget your login or password, please contact My Payments Plus, Monday – Friday, 7:30 AM – 5:30 PM at (877) 237-0946.

If you have any questions, please contact your Guidance Counselor or Mr. Moustakas in the Guidance Office.