



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

2024 - 2025

Advanced Placement Student Exam Fee

Reimbursement Process

Due June 20, 2025

The process for reimbursing the fees expended for Advanced Placement (AP) Student Exams has been revised. This document provides guidance and helps screen for the critical steps necessary for AP Exam Reimbursement.

Kirsten Baesler, State Superintendent
North Dakota Department of Public Instruction
600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
www.nd.gov/dpi

Section I: Completion of Student Exam Fee Submission Status Report (SFN #61062)

1. The school AP Coordinator will use records maintained within the high school to identify the following:
 - a. Total economically disadvantaged students taking AP Exams in English, math, science, and computer science. The state covers 100% of the **entire** exam fee for up to four qualifying exams over the student's high school career.
 - i. Identify the number of exams in each course: Tests 1, 2, 3, and 4.
 - ii. Enter the total number of exams for each course under the perspective test.

ADVANCED PLACEMENT (AP) STUDENT EXAM FEE SUBMISSION	
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION OFFICE OF ACADEMIC SUPPORT SFN 61062 (05-2025)	
PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE CORRECTLY	
District Name	AP Coordinator
School Name	CollegeBoard Sch
Please complete all applicable sections.	
Course	Economically Disadvantaged
	Test 1 Test 2 Test 3 Test 4 Test
AP English Language and Composition	
AP English Literature and Composition	
AP Pre-Calculus	
AP Calculus AB	
AP Calculus BC	
AP Statistics	
AP Biology	
AP Chemistry	
AP Environmental Science	
AP Physics 1: Algebra-Based	
AP Physics 2: Algebra-Based	
AP Physics C: Electricity and Magnetism	
AP Physics C: Mechanics	
AP Computer Science A	
AP Computer Science Principles	
Capstone AP Seminar	
Capstone AP Seminar-English 10	
Capstone AP Research	

Enter the number of economically disadvantaged students taking Test 1 for each subject in this area.

- b. Total non-economically disadvantaged students taking their first AP Exams in English, math, science, and computer science.
 - i. Identify the total number of exams for each course: The state covers 100% of Text 1 in a qualifying subject area.
 - ii. Enter the total number of exams for each course under Test 1.

ADVANCED PLACEMENT (AP) STUDENT EXAM FEE SU		
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION OFFICE OF ACADEMIC SUPPORT SFN 61062 (05-2025)		
PLEASE ENABLE EDITING FOR THE FORM TO CALCUL		
District Name	AP Coordinator	
School Name	CollegeBoard Sch	
Please complete all applicable sections.		
Course	Economically Disadvantaged	Non-Economically Disadvantaged
	Test 1 Test 2 Test 3 Test 4	Test 1 Test 2 Test 3 Test 4
AP English Language and Composition		
AP English Literature and Composition		
AP Pre-Calculus		
AP Calculus AB		
AP Calculus BC		
AP Statistics		
AP Biology		
AP Chemistry		
AP Environmental Science		
AP Physics 1: Algebra-Based		
AP Physics 2: Algebra-Based		

Enter the total number of non-economically disadvantaged students taking Test 1 for each subject in this area.

- c. Total non-economically disadvantaged students taking their second, third, or fourth AP Exam in English, math, science, and computer science. The state covers **50% of the exam fee for up to three qualifying exams** over the student's high school career.
- Note that if these exams are in Capstone AP Seminar or Capstone AP Research, 100% of the exam fee will be reimbursed if the exam is one of the second, third, or fourth exams of the student's high school career.

NDDPI		ADVANCED PLACEMENT (AP) STUDENT EXAM FEE SUBMISSION						
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION		OFFICE OF ACADEMIC SUPPORT						
SFN 61062 (05-2025)								
PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE COSTS								
District Name	AP Coordinator							
School Name	CollegeBoard School Code							
Please complete all applicable sections.								
Course	Economically Disadvantaged				Non-Economically Disadvantaged			
	Test 1	Test 2	Test 3	Test 4	Test 1	Test 2	Test 3	Test 4
AP English Language and Composition								
AP English Literature and Composition								
AP Pre-Calculus								
AP Calculus AB								
AP Calculus BC								
AP Statistics								
AP Biology								
AP Chemistry								
AP Environmental Science								
AP Physics 1: Algebra-Based								
AP Physics 2: Algebra-Based								
AP Physics C: Electricity and Magnetism								
AP Physics C: Mechanics								
AP Computer Science A								
AP Computer Science Principles								
Capstone AP Seminar								
Capstone AP Seminar-English 10								
Capstone AP Research								

Enter the total non-economically disadvantaged students taking Tests 2-3 for each subject in this area.

Please note that the total AP tests, Capstone amount, and subtotal costs will be calculated automatically.

2. Enter the total amount due from the College Board Invoice in the red box.

CollegeBoard		Customer Number	281729
		Alt Code	350161
		Invoice #	A242817291
		Date	05/18/2023
		Terms	Upon Receipt
		PO Number	
		Admin Year	AP2023
Bill To			
Legacy High School 3400 E Calgary Ave Bismarck, ND 58503 United States of America			
ATTN: Tyler Kurtz Email: tyler_kurtz@bismarckschools.org			
DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Used AP Examinations	300	88.00	26,400.00
AP Late-Testing Fee Surcharge	2	40.00	80.00
AP Unused Examination or Cancellation Fee	24	40.00	960.00
AP College Board Fee Reduction - Non-Capstone	17	-35.00	-595.00
SUB-TOTAL			\$26,845.00
SHIPPING & HANDLING			\$0.00
TAX			\$0.00
NET TOTAL			\$26,845.00
CREDITS			\$0.00
PAYMENTS			\$0.00
CURRENT NET BALANCE			\$26,845.00

NOTE: DISTRICT must enter College Board Invoice Amt Here → \$ -

Total Cost of Above Exams	\$0.00
School/Student Responsibility of Above Exams	\$0.00
NDDPI Responsibility of Above Exams Paid to the District	\$0.00

AP Coordinator Signature (Required)	Date	Business Manager Signature (Required)	Date

The district pays the College Board invoice in full. The NDDPI will reimburse the district the NDDPI responsibility amount.

Please note that the remaining amounts will be calculated automatically if completed correctly.

- The school AP Coordinator must sign and date the status report, then forward it to the district's Business Office for the Business Manager or Business Manager Designee to review, sign, and submit through WebGrants.

NOTE: DISTRICT must enter College Board Invoice Amt Here →		\$		-
Total Cost of Above Exams			\$0.00	
School/Student Responsibility of Above Exams			\$0.00	
NDDPI Responsibility of Above Exams Paid to the District			\$0.00	
AP Coordinator Signature (Required)	Date	Business Manager Signature (Required)	Date	
The district pays the College Board invoice in full. The NDDPI will reimburse the district the NDDPI responsibility amount.				

AP Coordinator and Business Manager
sign and date here.

Section II: AP Exam Reimbursement Requests through WebGrants

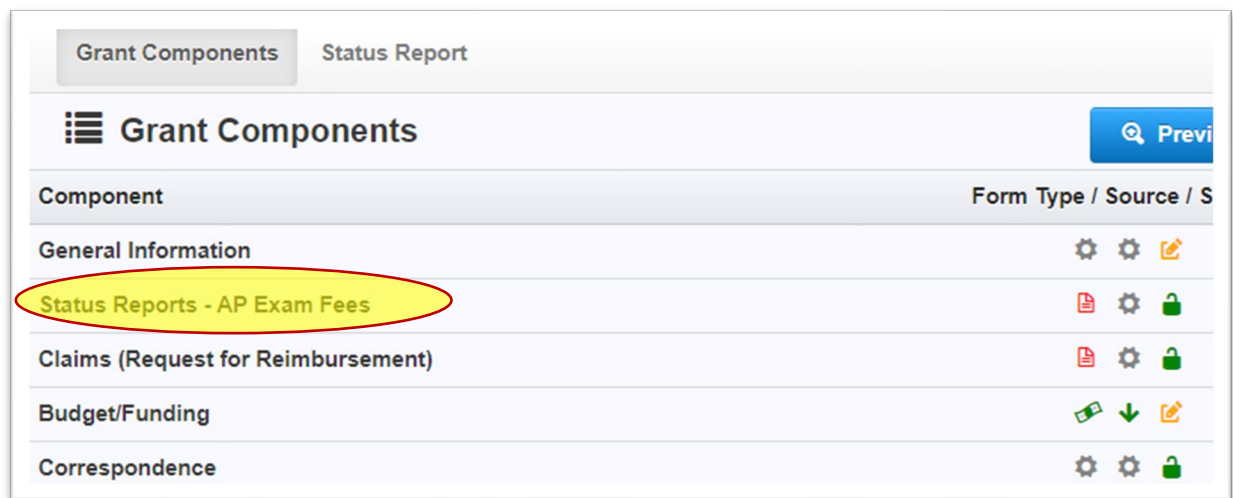
- The Business Manager or designee will log into WebGrants. From the side menu, click on 'Grants'. Select the 'Advanced Placement (AP) Exam Fees' listing under 'Active Grants'.

The screenshot displays the WebGrants application interface. On the left is a sidebar menu with options: Dashboard, Funding Opportunities, Applications, Grants (highlighted), and My Profile. The main area is titled 'Grant' with the subtitle 'List of all current grants'. Below this are tabs for 'Active Grants' and 'Closed Grants', with 'Active Grants' selected. A section titled 'Active Grants' contains the text 'All active grants are listed below.' followed by a table:

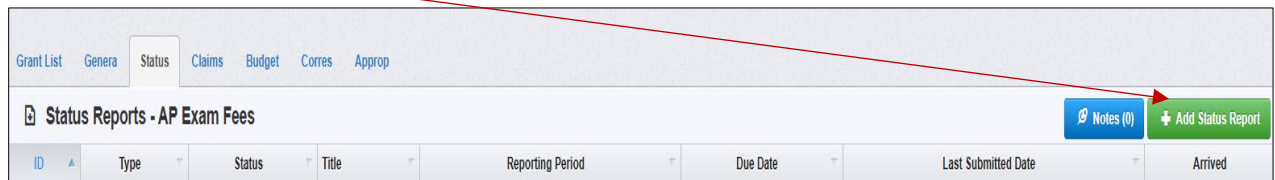
ID	Status	Year
1746	Underway	2020
1754	Underway	2020

- Select the 'AP Exam Fee' grant. This will bring up a screen showing the Grant Components.

3. Select **'Status Reports – AP Exam Fees'**.



4. Click **'Add Status Report'**. The user will be directed to upload 'Supporting Documentation.'



5. General Information-Status Report-Edit

- Status: Keep in the editing status
- Sub Type: Select Annual Report
- Title: AP Exam Fees
- Due Date: 06/20/2025
- Reporting Dates: Start Date 05/01/25 End Date: Date of Submission

The screenshot shows the 'General Information - Status Report - Edit' form. The form has a yellow background and contains the following fields:

- Status*:** A dropdown menu with 'Editing' selected.
- Sub Type*:** A dropdown menu with 'Annual Report' selected.
- Title:** A text input field.
- Due Date:** A date input field.
- Report Dates:** Two date input fields labeled 'Start Date' and 'End Date'.

6. In the 'Supporting Documentation' section, upload the following:
 - a. **AP Student Exam Fees Submission Form (SFN #61062) - Completed and signed**
 - b. **College Board Invoice – Paid in full by district**

Please upload the following documents to assist with the AP Exam reimbursement process.

- Completed and sign AP Exam Worksheet (SFN61062). Instructions to complete the document may be found [HERE](#)
- Copy of CollegeBoard Invoice sent to the school.

Supporting Documentation - Named Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
AP Exam Fee Worksheet (SFN61062)	✓						
College Board Invoice	✓						

[Mark as Complete](#)

7. Once both documents have been successfully uploaded, click '**Mark as Complete**' to the right.

AP Exam Fees - Current Version [Create New Version](#) [View Versions](#)

Please upload the following documents to assist with the AP Exam reimbursement process.

- Completed and sign AP Exam Worksheet (SFN61062). Instructions to complete the document may be found [HERE](#)
- Copy of CollegeBoard Invoice sent to the school.

Supporting Documentation - Named Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
AP Exam Fee Worksheet (SFN61062)	✓	AP Reimbursement Submission Form	draft SFN61062 Advanced Placement Student Fee Submission 2024.xlsx	xlsx	769 KB	03/07/2024 04:01 PM	Delete
College Board Invoice	✓	Sample College Board Invoice	Sample College Board Invoice.docx	docx	95 KB	03/07/2024 04:04 PM	Delete

Last Edited By: Davonne Eldredge - Mar 7, 2024 4:04 PM

[Previous](#)

8. WebGrants will then take the user to the 'Status Report Details' page. This lists all components required for the status report. Once both items are attached, a **green check mark** will appear. Users can then **submit the status report**.

Status Report Details [Submit Status Report](#) [Withdraw](#) [Copy](#) [Notes \(0\)](#) [Feedback](#) [Preview Status Report](#)

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 7, 2024 3:48 PM - Davonne Eldredge
AP Exam Fees	✓	Mar 7, 2024 4:04 PM - Davonne Eldredge

9. For accuracy, NDDPI staff will review the AP Student Exam Fee Reimbursement form (SFN #61062) and the College Board Invoice. Issues will be negotiated back through the WebGrants system, and the items that must be addressed and the timeline required for a response will be outlined.
10. The district can monitor the reimbursement status under the 'Claims (Request for Reimbursement)' component.

If you have questions regarding the process, contact Davonne Eldredge at deldredge@nd.gov or Jane Gratz at jmgratz@nd.gov.