

# AP Student Exam Fees Reimbursement Process

2024-2025



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

# Topics in this PowerPoint

01

Explain reasons for changing the AP Exam Reimbursement process

02

Identify who is involved in the revised process

03

Identify the steps in the process and who is responsible for each step

04

Answer who is responsible for paying CollegeBoard

05

Answer who will receive the reimbursement payment

06

Provide the timeline for the process

07

Identify resources available to assist with the process

08

Answer Questions

# Reasons for the Change in Process



# Reasons for the Change

## Decrease Signatures

- Decrease the amount of signatures required on the AP Exam Reimbursement Submission Form

## Streamline

- Streamline the submission process by using WebGrants

## Faster Payments

- Allow districts to pay the CollegeBoard invoice before the deadline.

## Avoid Duplication

- Avoid double payment of the CollegeBoard invoice amounts by both district and state

+ Who will be Involved in the AP  
• ◦ Exam Reimbursement Process? + ◦

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# Persons involved in the Process




School Level  
AP Coordinator


Business  
Manager or  
Business Office  
Designee


+ Steps in the Process and Who +  
• is Responsible for Each Step •

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Step 1:  
Completion of  
the AP Exam  
Fee  
Submission  
Form  
(SFN #61062)




- The **AP Coordinator** will complete the AP Exam Fee Submission Form.
  - The **AP Coordinator** will sign and date the form.
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Step 2: Form is  
Delivered to the  
District  
Business Office

- The **AP Coordinator** will deliver the form to the Business Manager or Business Office Designee.
  - The **Business Manager or Designee** reviews and signs the form.
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# Step 3: Completion of WebGrants Component



- The **Business Manager/ Designee** will complete the ‘Status Report’ within WebGrants.
  - The **Business Manager/ Designee** will attach the signed and completed AP Student Exam Fee Reimbursement form (SFN #61062) and the CollegeBoard invoice in the ‘Supporting Documents’ section of the Status Report.
  - Once the forms are attached and the two green checkmarks appear. Due by **June 20, 2025**.
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## Step 4: DPI Processes Report

- **DPI** will review the report.
  - **DPI** will use the information to process the reimbursement.
  - **DPI** will pay the reimbursement directly to the district.
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# Who Pays the CollegeBoard Invoice?



# Payment of CollegeBoard Invoice



The **District** will pay the CollegeBoard the entire amount on the CollegeBoard invoice.

This payment is due to CollegeBoard by **June 15, 2025.**

# Who Receives the Reimbursement from DPI?



# AP Exam Fee Reimbursement

The NDDPI will reimburse the districts directly for the qualifying AP exam fees.

# What is the Timeline for AP Exam Reimbursement?





# AP Reimbursement Timeline

## Third Week of May

- The **district** receives the CollegeBoard invoice for exam fees. The total amount of the invoice will be entered in the red box on the AP Student Exam Fee Reimbursement (SFN #61062) form.
- Upon completion of the AP Exams, the **AP Coordinator** will use AP Ordering and Exam information and supporting district documentation (number of exams each student has taken) to complete the AP Student Exam Fee Reimbursement form.

# AP Reimbursement Timeline

The **AP Coordinator** submits the completed and signed AP Student Exam Fee Reimbursement Form (SFN #61062) to the Business Office for the Business Manager's signature and completion of the process.

End of May

Deadline for **districts** to pay the CollegeBoard invoice.

The **district** will pay the total amount directly to CollegeBoard.

15 June 2025

# AP Reimbursement Timeline

## June 2025

- Once the CollegeBoard invoice is paid, the **Business Manager or Business Office Designee** completes the Status Report on WebGrants. The CollegeBoard invoice and the AP Student Exam Fee Reimbursement form (SFN #61062) must be attached.

## June 20, 2025

- Deadline to submit AP Exam Fee Reimbursement information through WebGrants.

## June –July, 2025

- **NDDPI** processes reimbursements and sends reimbursements directly to the districts.

# Resources

Go to the [Advanced Placement and Student Exam Fees](#) webpage.

Under the first section the following resources may be found:

- AP Student Exam Fee Guidance 2023-2024
- AP Student Exam Fee Reimbursement Form (SFN #61062)
- AP Exam Fee Reimbursement Process Guidance Document 2024-2025