

October 2016

Dear Granada Families,

Taking the Advanced Placement exam is an important part of the AP program. Granada Hills Charter High School encourages all students enrolled in an AP course to take the AP exam for that course. Scoring well on an AP exam can often earn students college credit for their high school class, saving a significant amount on college tuition.

For the 2017 AP exams, students at Granada Hills Charter High School will be registering online through Total Registration, an authorized AP exam registration agent.

This year each AP exam costs \$100; each AP Capstone Seminar and Research exam costs \$150. Granada Hills Charter High School desires that every student be able to take their AP exams, and is pleased to offer students currently qualified for the National School Lunch Program a base exam fee of \$5 per exam. Students requiring financial assistance should indicate this during the online registration process.

Online exam registration begins on Tuesday, October 11, 2016 at 8:00 a.m. and ends on Saturday, March 4, 2017 at 11:59 p.m. To avoid any late charges, complete your registration and payment by February 14th. Refer to the dates below for late fees.

In order to register, students should click on the link provided on the school website or visit www.TotalRegistration.net/AP/051088. **Registration is not complete until students have printed the pdf of the confirmation page that is provided in the last step.** We strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered.

Granada Hills Charter High School is also offering families the convenience of paying exam fees online using a credit or debit card at the time of registration. Paying online is an efficient way to confirm that payment has been made and avoids having to mail payment checks. Please be sure to review the school's exam ordering and refund policy prior to making any payment.

Important dates for the registration process:

- Oct. 11, 2016 at 8:00 a.m. – Online registration begins.
- Feb. 15 -21, 2017 - Registrations and payments during this period incur a \$20 late charge per exam.
- Feb 22-28, 2017 - Registrations and payments during this period incur a \$25 late charge per exam.
- March 1-7, 2017 - Registrations and payments during this period incur a \$30 late charge per exam.
- March 4, 2017 at 11:59 p.m. – Online registration ends. Payment can still be made online until March 7, 2017 at 11:59 p.m. if registered by March 4th.
- March 7, 2017 at 12:00 noon – Deadline for requesting a refund. Payment refunds will incur a \$25 cancellation fee per exam.

- March 7, 2017 at 11:59 p.m. – Deadline for payment. Registrations that have not been paid in full, including any late charges, will be cancelled and exams will not be ordered.

Please contact Ms Janie Dam, Testing Coordinator, at jdams@ghchs.com, if there are any questions.

To all May 2017 AP exam takers, our very best wishes for success!