

# How To Qualify For A Fee Reduction Or Financial Assistance

If your student(s) is already receiving free and reduced meals they automatically qualify for the fee waiver upon verification. When they go to the Total Registration website to register, click that you qualify; the school will verify the information we have on file. You do not need to submit any other paper work or forms to us. This will only waive the cost of the test reducing it to \$5.00 instead of \$93.00 per test.

If you do not fall into the Federal Income Eligibility guidelines listed below and you should qualify for the fee waiver according to your income eligibility there are a couple of things you can do:

- A. You can complete a free or reduced meal application to see if you qualify. You can get this form from the Clovis East website, from Mrs. Garrison in the Ponderosa Office, or the cafeteria. Once you complete the Free and Reduced Application, turn it in to the cafeteria and they will let your student know if they qualify or not.
- B. If you do not qualify after submitting the free or reduced meal application, you can fill out the information below and submit it to Mr. Sanchez in the Ponderosa Office along with your 2016 tax returns(1040, 1040A, or 1040EZ), and a hand written or typed statement as to why you need financial assistance. If you qualify for the fee reduction, the price of the exam is reduced by \$30. You will be contacted by the Ponderosa Office to let you know if they qualify or not.

**Federal 2016–17 Income Eligibility Guidelines  
Advanced Placement Test Fee Program**

Effective July 1, 2016 through June 30, 2017

Size of Family Unit	185 Percent Income Level				
			Twice Per	Every Two	
	ANNUAL	MONTHLY	MONTH	WEEKS	WEEKLY
1	\$21,775	\$1,815	\$908	\$838	\$419
2	\$29,471	\$2,456	\$1,228	\$1,134	\$567
3	\$37,167	\$3,098	\$1,549	\$1,430	\$715
4	\$44,863	\$3,739	\$1,870	\$1,726	\$863
5	\$52,559	\$4,380	\$2,190	\$2,022	\$1,011
6	\$60,255	\$5,022	\$2,511	\$2,318	\$1,159
7	\$67,951	\$5,663	\$2,832	\$2,614	\$1,307
8	\$75,647	\$6,304	\$3,152	\$2,910	\$1,455
<b>For each additional family member</b>	\$7,696	\$642	\$321	\$296	\$148

The figures shown under family income represent amounts equal to 185 percent of the family income levels established by the Department of Agriculture, Food and Nutrition Service, Child Nutrition Programs – Income Eligibility Guidelines, in the Federal Register, Vol. 80, No. 61, March 31, 2016, p.17027.

**2016–17 Student Eligibility Verification  
Advanced Placement Test Fee Reduction Program**

**Advanced Placement (AP)**

**I. Student Information**

Last Name	First Name	MI	Grade	Date
High School of Attendance	Clovis East High School			

**II. The student qualifies for the AP Test Fee Reduction Program**

Household income does not exceed 185 percent of the federal poverty income guidelines. Annual gross or total income level is used to determine eligibility (if you are using a U.S. Individual Income Tax Return Form 1040, refer to line 22; line 15 on the 1040A; and line 6 on the 1040EZ). This category **includes students who are eligible to participate in the Federal Free and Reduced Price Meal Program.**

**III. Verification of Need – Family or Student (18 years or older, not a dependent)**

**I certify need for financial assistance to pay for the AP exam fees and that our household income during the preceding year did not exceed 185 percent of the federal poverty income guidelines.**

\_\_\_\_\_  
Signature of Parent/Guardian or Student

\_\_\_\_\_  
Date

**For School Use Only – Review income documentation and identify source.**

- Government agency – Department of Social Services, Social Security Administration, etc.
- Most recently filed federal income tax return
- Pay receipts
- Parent/student statement
- Free/Reduced Price Meal Verification
- Other – specify:

\_\_\_\_\_  
Signature of Designated School Personnel

\_\_\_\_\_  
Date

**\* This form is to be retained by the school district for five years. The California Department of Education does not require a copy.**

*\*\*Attach Personal Statement & current Tax Returns*