

MEMO

To: AP students and parents/guardians
From: Ms. Russ, AP Coordinator
Date: September 27, 2023
Re: May 2024 AP exam payment

Hello AP students and parents/guardians!

Hopefully this finds all of you well and settled into your classes. You are receiving this memo to let you know that it is time to pay for the AP exams for which you are currently registered.

There are two payment options available. You may continue to pay by check or through [Myschoolbucks.com](https://myschoolbucks.com), which will allow you to pay online with a credit card.

Myschoolbucks is a multi-step process. A parent/guardian must set it up. Once that is done, go to Profile and add your student's name. South May 2024 AP exam payment will then show as an option to pay. Fill in the necessary information and complete the transaction.

****Please keep the Myschoolbucks emailed confirmation of the transaction, as that will act as your receipt if the student drops an AP class and cancels the exam.

If you are paying by check, the check **MUST** be made out to **CCSD** in the exact amount, with the student's name in the bottom left 'MEMO' portion of the check. The check can be dropped off in the Library or mailed in to CHSS / AP coordinator, 31 Demarest Mill Rd., West Nyack, NY 10994, but received ***no later than November 10th***.

This year each AP exam is \$98. **Payment is due by Friday, November 10th**. The College Board imposes a late fee of \$40 *per exam* for late payment. If circumstances are such that your family cannot pay for the exams at this time, PLEASE reach out to me at cruss@ccsd.edu rather than let the deadline pass.

Additionally, the calendar of dates and times of your May 2024 exams can be found on South's homepage under AP exam information.

If you have any questions or concerns, please do not hesitate to email me.

Best,

Ms. Russ