



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** November 4, 2021

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Delsa D. Chapman, Ed.D., Deputy Superintendent  
Division of Educator, Student, and School Supports 

**SUBJECT:** Reimbursement Funding to Support Low-Income Student Participation in AP, IB, and CLEP Program Course Examinations for 2021-22 School Year

Removing financial barriers to students participating in Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) courses and exams will help to increase the opportunity for students to achieve their life dreams. This effort supports the fourth and sixth goals of Michigan's Top 10 Strategic Education Plan: to expand secondary school programming and to increase the number of adults with a post-secondary credential.

The state school aid act ([MCL 388.694.amended](#)) makes \$1.2 million available to schools whose low-income students enroll in AP and IB who courses and participate in the exams associated with these courses, as well as for participation in CLEP exams. These exams can translate to college credit and can subsequently reduce college tuition costs for students and their families. LEAs that participate in this program must submit their requests for reimbursement by June 30, 2022.

Local educational agencies (LEAs), both traditional public school districts and public school academies (PSAs), are encouraged to participate in this program and make every effort to promote this among eligible students and their families.

The following processes for reimbursement will be in place for the 2021-22 school year:

### **IB Fee Reduction Program**

For the IB Diploma Programme exams, districts will invoice the Michigan Department of Education (MDE) for the cost related to qualified students. The IB reimbursement form can be found on the [MDE IB website](#). IB Diploma Programme information and assessment fees can be accessed at the [International Baccalaureate website](#). Please note that:

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- The state contribution to low-income student's exam fees will be \$114 per exam.
- Districts will be responsible for any administration fees.
- The student will pay \$5 per exam.

### **College Board Related Exams Fee Reduction Process**

For all related College Board exams, including the CLEP, AP Seminar, and AP Research Exam, MDE will be invoiced directly from College Board. Districts are required to sign and send a copy of their College Board invoice to MDE to verify billing for those students who qualify for reduced fee exams. Signed and scanned copies can be sent to Jeff McNeal at [mcnealj1@michigan.gov](mailto:mcnealj1@michigan.gov).

### **CLEP Testing Process**

The College Board has created a Michigan-specific webpage with an overview of the CLEP testing process for Michigan intermediate school districts (ISD), regional educational service agencies (RESAs), and LEAs at <https://clep.collegeboard.org/michigan>. CLEP exams can be offered at any point in the school year, but all testing for the academic year must be completed by May 31, 2022. Exams must be administered at a CLEP test center. Some ISDs, RESAs, and local high schools may prefer to open a CLEP test center to support students and eliminate any possible administration fees. There is no fee to open a test center.

Please note that:

- The state award for a low-income student's exam fees will be \$48 per exam. This will be billed directly to MDE.
- The College Board contribution to low-income student's exam fees will be \$34 per exam.
- Districts will be responsible for any administration fees.
- The student will pay \$5 per exam.

### **AP Seminar and AP Research Exams**

More information on AP exams can be found on the [College Board website](#). Please note that:

- The state award for a low-income student's exam fees will be \$96 per exam. This will be billed directly to MDE.
- The College Board contribution to low-income student's exam fees will be \$32 per exam.
- The high school will forego the school rebate of \$9 per exam from the College Board.

If there are questions regarding these reimbursement processes, please contact Jeff McNeal at [mcnealj1@michigan.gov](mailto:mcnealj1@michigan.gov) or 517-241-6958.

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors