## **AP EXAM ONLINE PAYMENT GUIDE**

🕜 Registration FAQs 🛛 喿 Contact Us		🎝 Log On 🛛 👌 Sign Up 🏻 🃜 🚺 S
KEN TOM ADULT & COMMUNITY EDUCATION		Course Search Advanced
ONLINE REGISTRATION		
Welcome to our online registra From here you can browse and review our o pay for your selected courses and events, n registration history, make recommendation you to visit often to explore. We look forward to seeing you in classes!	Welcome to our online registration site! From here you can browse and review our course and event offerings, register and pay for your selected courses and events, manage your account, review your registration history, make recommendations for future classes and more! We invite you to visit often to explore. We look forward to seeing you in classes!	
Courses	Students	Instructors
View courses by: • Program	Email Address	Rosters     Teach for Us?
<ul> <li>Location</li> <li><u>City/State</u></li> <li>Instructor</li> <li><u>All Courses</u></li> </ul>	Password Password LOG ON	Forgot2
	New? SIGN UP	

2. COURSE SCHEDULE BY PROGRAM: Click on your school! Exams will be available and listed.

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COURSE SCHEDULE BY PROGRAM	
AP Testing-Kenmore East No courses available	
AP Testing-Kenmore West No courses available 🗲	CLICK HERE!
Arts and Crafts No courses available	
Dance, Movies, Music (1 course available)	
Driving and Safety (1 course available)	
Engineering for Kids Programming (2 courses available)	
Extras (3 courses available)	
GIFT CARD (1 course available)	
Health and Wellness (2 courses available)	
Home and Garden No courses available	
Kids and Families (3 courses available)	
Languages No courses available	
Money and Finance (3 courses available)	

3. FIND YOUR EXAM(S): All of the exams for Kenmore East and Kenmore West will be listed. \*IMPORTANT - If you qualify for free or reduced lunch you will need to select the course labeled \*FREE/REDUCED LUNCH FEE\*. Please select the exam you need to pay for (you can add more exams to your cart later in the registration process if needed). PARENTS, if you are logging in under YOUR account please click the "enroll someone else" option to register your child. If YOUR CHILD has an account and you are logged into that please click the "enroll yourself" option. \*Please Note: It is best to use a PARENT/GUARDIAN email on ALL accounts since this is where you will receive your confirmation email/receipt.

#### AP TEST FEES-KENMORE WEST ONLY

Online/Memberships/Donations (13)		
Click the course Title link for more information.		
Title	Type	Fee
Kenmore West AP- Art	Online	97.00
Kenmore West AP- Biology	Online	97.00
Kenmore West AP- Calculus AB	Online	97.00
Kenmore West AP- Chemistry	Online	97.00
Kenmore West AP- Computer Science Principles	Online	97.00
Kenmore West AP- English Language and Composition	Online	97.00
Kenmore West AP- English Literature and Composition	Online	97.00
Kenmore West AP- European History	Online	97.00
Kenmore West AP- MicroEconomics	Online	97.00
Kenmore West AP- Physics C: Mechanics	Online	97.00
Kenmore West AP- US Government and Politics	Online	97.00
Kenmore West AP- US History	Online	97.00
Kenmore West AP- World History	Online	97.00

#### **KENMORE WEST AP- ART**

Fee: \$97.00 There are still openings remaining at this time.



## 4. Log in or register as a New Student:

#### **Returning?**

If you've taken courses with us, you already have an account:

#### Email Address:

Email Address

Password: Forgot/Don't Know?

Password

LOG ON

### New?

If you've never taken courses with us:

#### New Student? Create a new student record.

SIGN UP

#### An account with us allows you to:

- Add yourself to mailing lists
- Enroll yourself and others in courses
- View your registration history
- Pay Balances Online
- 5. If you do not have a profile, please complete the "add new profile" section. Please use the name of the STUDENT you are paying for.

Account Information	
*Required - email and passw	ord are used when logging into your account.
*Email Address:	Email Address
*Password:	Password
	(8-20 characters with no spaces)
*Verify Password:	Verify Password
	(enter password again to ensure accuracy)
Personal Information	
*Required	
Source:	How did you learn about us?
*First Name:	First Name
Middle Initial:	Middle Initial
Last Name:	Last Name
Suffix:	🗸

6. **ENROLL:** Once you're logged in, fill in the information and either "Save To Cart and Add More Courses" to select more exams or "Proceed to Checkout" to complete payment steps as directed.

# **ONLINE REGISTRATION**

## ENROLLMENT CART

Enrolling Kate Sin Kenmore West AP-	nmons in: Art	
How did you learn a	bout this course? 🖌	
Course Options		]
	Fee: 🖲 Fee \$97.00	
KENMORE WE	ST Advanced Placement Exam Fee	
*Indicates Requir	ed Information	
*Student Name:		
*Exam:	Select Exam	
*School:		
*Grade:		
We, the undersig following conditio	ned, are registering and paying the \$97 fee for the AP Exams @ Kenmore West High School and ns:	hereby agree to the
• The student w	ill be prepared to the best of their ability to take the exam	
• The student w	ill arrive on time and prepared for the exam	
• We understan	that there is no refund for the cost of the exam	
We agree to thes	e terms (check box)	
*Parent/Guardian	Full Name and Email:	
SAVE TO CART AND AL	D MORE COURSES	PROCEED TO CHECKOUT

7. **Checkout:** Once your payment is complete, the email you used to create the profile, will get the receipt acknowledging the payment(s) for specified AP exams.

The **paper** registration form **only** needs to be completed and mailed to Community Education if you are choosing the paper/mail-in registration option. If you pay ONLINE (the preferred method) using the Community Education online registration website (directions above), your waiver will be signed electronically. We **highly** recommend you register online so you receive an immediate receipt acknowledging payment for the AP exam(s).

Should you still prefer to mail your payment in for AP exams, please print the registration form and send in with a check made out to "Kenmore-Town of Tonawanda UFSD" with "AP EXAM" in the bottom left.

- a. Print and complete the registration form found <u>HERE!</u> (https://www.ktufsd.org/Page/19388)
- b. Mail registration form and a check made out to Ken-Ton UFSD:

Community Education Department 155 Delaware Road, Room 122 Buffalo, New York 14217

Questions or concerns? Please call the Community Education office at (716) 874-8400