

## 2023-24 Early Postsecondary Exam Fee Assistance Program for Economically Disadvantaged Students

### International Baccalaureate

#### Overview

The Tennessee Department of Education (department) will provide funds to maintain the subsidized fees for exams taken during fiscal year 2024. Through the Early Postsecondary Exam Fee Assistance Program, the department will cover \$96 for each eligible International Baccalaureate (IB) exam for economically disadvantaged students. **This means that schools will only pay \$23 for each exam for economically disadvantaged students.**

IB Candidate Subject Fee	\$ 119.00
IB Exam Fee Assistance Per Exam (provided through the department)	\$ 96.00
Final IB Subject Fee for Economically Disadvantaged Students	\$ 23.00

IB Diploma Programme Fees that are **not allowable costs** under the state’s Early Postsecondary Test Fee program include:

- Candidate registration fee
- Core requirement fees (Extended Essay, Theory of Knowledge, and Creativity Action and Service)

#### Requirements for Schools

Schools must complete the following requirements in order to be eligible for the reimbursement provided through the program. All information requested will be collected and retained in secure locations to ensure that the integrity of this sensitive data is not compromised. This information is collected in order to ensure that students receiving funds meet the eligibility requirements for exam fee assistance.

1. **Complete the required IB exam fee reimbursement forms.** Each form is provided as a separate worksheet in the 2024 IB Exam Reimbursement Excel document.
  - Request for Reimbursement
  - IB Exam Summary and Student Roster
  - Assurances
2. **Submit payments to the IB Organization** and obtain receipt/proof of payment.
3. **Submit your Fee Assistance Assurances and Order Estimations Form by Jan. 5, 2024.** This Formstack will be available on the EPSO website and will help ensure timely payment to districts at the close of fiscal year 2024.

4. **Compile and submit all required documents by May 31, 2024.** Your electronic submission must include a signed hard copy of the IB exam fee reimbursement forms **AND** a copy of your school's 2023-24 IB Organization invoice.
5. **Retain IB Exam Reimbursement Forms:** Retain all information documenting student participation and supporting documentation for eligibility for the Early Postsecondary Exam Fee Assistance program for at least five years.

### Student Eligibility Criteria

Prior to the 2018-19 school year, student enrollment in the Federal Free or Reduced-Price Lunch Program could be used as a proxy to determine eligibility for the Early Postsecondary Exam Fee Assistance Program. However, under the new Community Eligibility Provision (CEP), all students at a participating school receive free meals through the Federal Free or Reduced-Price Lunch program regardless of their individual economic status. Adjustments have been made to the list of criteria used to determine student eligibility for the exam fee assistance program to account for CEP participation. Please review the information provided below to determine an individual student's eligibility.

**For schools/districts that are NOT participating in CEP,** the following criteria can be used to determine eligibility for the Early Postsecondary Exam Fee Assistance Program:

- The student is enrolled or eligible for the Federal Free or Reduced-Price Lunch Program during the 2023-24 school year. Students are eligible for free or reduced-price lunches if:
  - their family's income is at or below 18.5 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
  - the students are directly certified without application for free school meals because they are:
    - in foster care or Head Start; or
    - homeless, a migrant, or a runaway; or
    - living in households that receive the Supplemental Nutrition Assistance Program (SNAP)/Food Stamps, the Temporary Assistance for Needy Families (TANF) cash assistance, or Food Distribution on Indian Reservation benefits.

**For schools/districts that ARE participating in CEP,** the following criteria can be used to determine eligibility for the Early Postsecondary Exam Fee Assistance Program:

- The student's family's income is at or below 18.5 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- The student qualifies as an "identified student" because he or she is:
  - in foster care or Head Start;
  - homeless, a migrant, or a runaway; or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or Food Distribution on Indian Reservation benefits.

**All schools/districts, regardless of CEP participation,** can use any of the following criteria to determine which students qualify for the Early Postsecondary Exam Fee Assistance Program:

- The student is enrolled in a federal, state, or local program that aids students from low-

income families (e.g., Federal TRIO programs such as Upward Bound).

- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home or is homeless.
- The student is a ward of the state or an orphan.

For further questions, please contact [Early.Postsecondary@tn.gov](mailto:Early.Postsecondary@tn.gov) with questions about the Early Postsecondary Exam Fee Assistance Program.