

**IB Exam Order Form: May 2021**

This form is due to Ms. Schmidt-Gardner (IB Office) or Mrs. Pugh (Guidance) **NO LATER than Friday, October 23, 2020** with either:  
**Financial Assistance Request Form or Payment Agreement**

Please fill out both sides.

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**Student's Name:** (As you would like it to appear on your IB Certificate or IB Diploma)

Grade Level: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

I have an IEP or a 504 which indicates I qualify for testing accommodations:                      Yes                      No

If yes, please list the accommodation(s) we will be requesting on your behalf:

- 1)
- 2)
- 3)

**\*\* IMPORTANT NOTE: The IBO requires medical documentation dated within 2 years of the exam session date.  
 Please contact your child's grade level caseworker to verify that records are up to date. \*\***

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**Exam Order: Order form submission deadline is Friday, October 23, 2020!**  
 Please place a check next to the exams you will take in the **May 2021 session.**

Studies in Language & Literature (Group 1)		Language Acquisition (Group 2)	
_____ English SL	_____ English HL	_____ French SL	_____ French HL
		_____ German SL	_____ German HL
		_____ Spanish SL (standard SL and/or ab initio)	_____ Spanish HL
Individuals and Societies (Group 3)		Sciences (Group 4)	
_____ History SL	_____ History HL		_____ Biology HL
_____ Global Poli. SL	_____ Global Poli. HL	_____ Chemistry SL	_____ Chemistry HL
_____ Psychology SL			_____ Physics HL
_____ World Rel. SL			
	_____ Environmental Systems & Societies SL		
Mathematics (Group 5)		The Arts (Group 6)	
	_____ Math A & A HL	_____ Music SL	
_____ Math A & I SL	_____ Math A & I HL	_____ Theatre SL	
		_____ Visual Art SL	_____ Visual Art HL

**Extended Essay Subject Area (for Diploma Candidates only)**

**\*\*This should NOT be the TITLE of your EE, but the SUBJECT it falls under (History, Psychology, Art, etc.)**

## IB EXAM PAYMENT INFORMATION

### Standard Fees, Late/Amendment Fees, Refunds:

- A) **Exam Fee:** (per course) **\$119 on or before the registration deadline**  
Example: If you are taking three IB exams, your total amount due is \$357.00 (3 x \$119).
- B) **Late Fee:** A late fee of either **\$38** (Nov. 15 to Jan. 14) or **\$150.00** (Jan. 15 or later) **per exam** will be added to the regular exam fee (\$119) for each exam you order/amend after the registration deadline. (In the above example, the \$357 would become \$807.00 if registering late, after Jan. 15, 2021.) This fee will also be applied if you amend the level of the exam (SL to HL/HL to SL, change a ToK topic, etc.) after the registration deadlines.
- C) **Refunds:** There will be no refund of exam fees after January 15, 2021.

Students who are requesting financial assistance *must* submit a separate Request for Financial Assistance Form with the Exam Order Form. Additional forms are available from your teacher, the IB Office, and in Student Services.

**\*\*\* If you are awarded financial assistance and then decide not to sit for the course exam(s) which will have already been ordered for you, you will be responsible for paying for that exam/those exams. Your transcript will be held until the financial deficiency is cleared. \*\*\***

**I am ordering \_\_\_\_\_ exam(s) at \$119.00 per exam. My Exam Order Total is \$ \_\_\_\_\_.**

### Payment Options (please select one)

- \_\_\_\_\_ Option # 1: I will be paying for all exam fees in full by November 2, 2020.
- \_\_\_\_\_ Option # 2: I will be paying for exam fees in three installments.  
Payment 1 is due on or before November 2, 2020.  
Payment 2 will be due on or before January 25, 2021.  
Payment 3 will be due on or before March 8, 2021.
- \_\_\_\_\_ Option # 3: I have requested financial assistance and the form is attached to this registration.

### Deadlines

**October 23, 2020:** Order form due to Ms. Schmidt-Gardner (IB Office) or Mrs. Pugh (Guidance)

**November 2, 2020:** due to Ms. Schmidt-Gardner or Mrs. Pugh

**Option 1)** Exam fees paid in full      **Option 2)** First installment of three payments

**March 8, 2021:** Complete balance of exam fees must be paid in full

**Checks should be made payable to West High School.  
Credit Card Payments are NOT accepted.**

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Student Signature

DATE

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Parent Signature

DATE