

2024-25 Early Postsecondary Exam Fee Assistance Program for Economically Disadvantaged Students

Overview

The Tennessee Department of Education (department) will provide funds to maintain the subsidized fees for exams taken during fiscal year 2025. The Comprehensive Fee Waiver table below outlines costs for Cambridge International Education (CIE) and International Baccalaureate (IB) exams taken during 2024-2025.

Exam Type	Exam Fee	Exam Fee Assistance	Vendor Exam Fee Assistance	Waived School Rebate	Student's Out-of-Pocket Exam Cost
International Baccalaureate*	\$123	\$96	\$0	\$0	\$27
Cambridge AS Level Exam	\$121.15	\$75.80	\$0	\$0	\$45.35
Cambridge A Level Exam	\$195.95	\$130.71	\$0	\$0	\$65.24

*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)

Student Eligibility Criteria

Under the 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 2024-25 school year. Students are eligible for free or reduced-price lunches if:
 - their family's income is at or below 185 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 185 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 they are:
 - 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.

District Instructions for Reimbursement

CIE and IB Requirements for Schools

Schools must complete the following requirements to be eligible for the reimbursement provided through the program. All information requested will be uploaded in Related Documents in ePlan. This information is collected to ensure that students receiving funds meet the eligibility requirements for exam fee assistance.

1. The **Related Documents** page in ePlan will have the **Assurances** linked. Please download, fill out and sign, and then upload the signed Assurances in Related Documents.
2. **Submit payments to CIE and/or IB** and obtain receipt/proof of payment. Upload a copy of the (school's or district's) Cambridge and/or IB **invoice** in ePlan in Related Documents.
3. **Retain CIE and/or IB Exam Documentation 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.
 - [2024-2025 Cambridge International AS/A Level Examinations Summary](#)
 - [2024-2025 International Baccalaureate Examinations Summary](#)
 - 2024-2025 Cambridge or IB Invoice
 - 2024-2025 Receipt/proof of payment
4. **Complete all required steps in ePlan by May 30, 2025.**
5. **Anticipated reimbursement timeline is June 30, 2025.**

For further questions, please contact Michelle.McMillian@tn.gov with questions about the Early Postsecondary Exam Fee Assistance Program.