Columbia Academy
VANCOUVER, CANADA

AP EXAM REGISTRATION FORM

Please complete all required fields clearly. One form may be used for up to five AP exams.

1 PERSONAL INFORMATION

Last Name *	Enter legal last name
First Name *	Enter legal first name
English Name	If applicable
Date of Birth *	MM / DD / YYYY
School Attending *	Full school name
Government ID Number *	Passport / government-issued ID
Phone Number *	
Email Address *	Gmail preferred

2 AP EXAMS REQUESTED

EXAM	AP EXAM NAME
1	
2	
3	
4	
5	

Important: Both the registration steps and payment must be completed as soon as possible to secure an exam seat.

FOR OFFICE USE ONLY

Payment Verified: □ Yes □ No	ID Received: □ Yes □ No	Join Code Sent: □ Yes □ No

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3 PAYMENT INFORMATION

Exam Fee	**$350 per exam.** The fee is non-refundable except when a seat is no longer available, subject to the refund policy below.
Payment Method	E-transfer only.
Send Payment To	**info@columbiaacademy.ca**
Submit Documents To	Email the completed application form, government-issued ID, and a screenshot of the payment confirmation to **admissions@columbiaacademy.ca**
Receipt & Questions	**admissions@columbiaacademy.ca**

4 COLLEGE BOARD REGISTRATION REQUIREMENT

IMPORTANT - YOUR SEAT IS NOT CONFIRMED BY EMAIL ALONE.

A confirmation email from Columbia Academy does not guarantee exam enrollment. You must use the JOIN CODE to register for the exam in your AP College Board account.

5 REFUND POLICY & CANCELLATION

- You are eligible for a refund only if you have paid and all seats are full.
- No refund will be issued for circumstances such as being late for the exam, missing the exam, or failing to register with the JOIN CODE in your AP College Board account.
- Send refund requests with the payment confirmation to **admissions@columbiaacademy.ca** and include the email address where you wish to receive the refund.
- Refund requests will be processed within 2 weeks.
- If you choose to cancel your AP Exam after payment has been made, a $40 USD cancellation fee will be deducted from your refund.

6 STUDENT DECLARATION & SIGNATURE

I confirm that the information provided on this form is accurate and that I have read and understood the payment information, College Board registration requirement, and refund policy above.

Student Signature **Date (MM / DD / YYYY)**