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 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.

4 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.

5 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)**