



# REGISTRATION, TUITION & SCHOLARSHIP INFORMATION

Registrations for the 2022 Advanced Placement Summer Institutes for Teachers are processed through Cvent. All attendees must have an AP Central account to begin the registration process.

The Online course fee will include:

- Instruction by a CollegeBoard endorsed consultant.
- Electronic version of the CollegeBoard course materials sent via email.
- Digital Certificate of Completion & digital badge.
- Access to uploaded materials in UGA's Learning Management System. Workshops will be held via Zoom.

The In-person course fee will include:

- Instruction by a CollegeBoard endorsed consultant.
- All course materials (CollegeBoard and workshop supplies)
- Digital Certificate of Completion & digital badge.
- Breakfast & lunch (Monday-Thursday).
- On-campus parking.

*If you plan to stay overnight at the hotel, additional fees will apply.*

## Course Fee Information:

<b>Week 1 – Monday, June 13 to Thursday, June 16, 2022</b>		
<b>Classroom Format – UGA Gwinnett Campus</b>		
<b>Deadline to Register: May 30, 2022</b>		
<b>Course Fee Type</b>	<b>Dates</b>	<b>All Workshops</b>
Early Bird Fee	Available until <b>April 18, 2022</b>	\$879
Standard Registration Fee	Starts on <b>April 19, 2022</b>	\$919

**Week 2 – Monday, June 27 to Friday, July 1, 2022**  
**Online Format – via Zoom**

**Deadline to Register: June 22, 2022**

Course Fee Type	Dates	All Workshops
Early Bird Fee	Available until <b>April 18, 2022</b>	\$709
Standard Registration Fee	Starts on <b>April 19, 2022</b>	\$749

**Week 3 – Monday, July 11 to Thursday, July 14, 2022**  
**Classroom Format – UGA Athens Campus**

**Deadline to Register: June 27, 2022**

Course Fee Type	Dates	Non-Science Workshops
Early Bird Fee	Available until <b>April 18, 2022</b>	\$879
Standard Registration Fee	Starts on <b>April 19, 2022</b>	\$919
Course Fee Type	Dates	Biology & Chemistry (laboratory fee included)
Early Bird Fee	Available until <b>April 18, 2022</b>	\$919
Standard Registration Fee	Starts on <b>April 19, 2022</b>	\$959



## Payment Options:

After completing registration in Cvent, you must create an account in the University of Georgia's registration system (Public Service & Outreach (PSO) Registration System) to process payment for the workshop. Below are the payment options:

### Credit Card

If the participant or the school is paying the registration with a credit card. The participant must do the following:

- Complete Registration in Cvent.
- Click the link to create an account in the PSO Registration System.
- Check if you are paying for the correct workshop (workshop title, week, and date)
- Choose the Early Bird Fee (if applicable) under discount.
- Choose 'Credit Card' as mode of payment.
- Complete the payment process

**Reminder:** Credit Card payment is expected within three (3) business days of the registration in Cvent. We accept all major credit cards (Visa, MasterCard, Amex & Discover).

### Purchase Order

Many schools are willing to pay directly for your registration in an APSI workshop. This is most often accomplished by having our organization issue an invoice and your school either creating a Purchase Order or paying the invoice directly with a check. While we strongly recommend that you find out your school's specific PO and payment procedures, the registration methods below should work for almost everyone.

#### **Registering Online**

If your school has agreed to pay for your registration, you may register using the online registration system. In fact, we recommend this option to make sure you reserve a space during your choice. To register online, follow these steps:

1. Go to the web page here, you will be redirected to the Cvent registration system to register. Ensure you provide the following information when you register:
  - An email address that goes directly to you and is accessible during the summer. We send emails with important information to you a few weeks before the program begins, and we want to make sure it goes to you and not a school administrator or secretary.
  - The name and contact information of the school official who handles these payments (phone, email, and school mailing address).

2. We will send you an invoice within five business days to use for processing this payment.

If you have any questions about this process, please contact us at [apsi@georgiacenter.uga.edu](mailto:apsi@georgiacenter.uga.edu).

## CollegeBoard Scholarship

If you are applying for or have received notification from the College Board regarding any of the following scholarships, you may register online at any time:

- AP Fellowship
- AP Rural Fellowship
- AP Capstone Scholarship

### **Registering Online with a Scholarship**

To register online (if you have not already), follow these steps:

1. Go to the [web page here](#), and click the registration link. You will be redirected to the Cvent registration system to register for the APSI.
2. One of the registration questions will ask if you are applying for a CollegeBoard scholarship. Choose “Yes”.

### **A note on the timing of CollegeBoard Scholarships & Fellowships**

We highly recommend going ahead and registering now if you are applying for a CollegeBoard scholarship. We will hold your space in the course until we get the release of the scholarship recipients list from the CollegeBoard **no later than May 13, 2022**. If you do not receive a scholarship, we will notify you. You or your school will need to make full payment at that time to hold your space in the course. Email us at [apsi@georgiacenter.uga.edu](mailto:apsi@georgiacenter.uga.edu) for more information.



## Cancellation, Refund and Substitution Policy:

1. You may receive a refund of any monies paid, minus a \$100 cancellation fee, if we receive your cancellation notice in writing before the deadlines listed below.
  - **Week 1 (June 13-16):** cancel on or before **Monday, May 23, 2022, at 3pm ET**
  - **Week 2 (June 27-July 1):** cancel on or before **Monday, June 22, 2022, at 3pm ET**
  - **Week 3 (July 11-14):** cancel on or before **Monday, June 27, 2022, at 3pm ET**
2. Cancellations after the deadlines listed above will not be refunded, *though school systems may substitute another teacher for a paid participant in the same course.*
3. To change or cancel your registration, email [apsi@georgiacenter.uga.edu](mailto:apsi@georgiacenter.uga.edu) or call (706) 542-3537, Monday through Friday, 8:00am to 5:00pm ET.
4. Most courses require a minimum enrollment of 10 participants. Courses with insufficient enrollment will be cancelled on or before May 31, 2022. Participants will be notified by email if a course is cancelled, and refunds will be processed and submitted to the individual or school who paid the registration fee. The Georgia Center will not be responsible for any charges related to travel or other personal expenses.