



REGISTRATION, TUITION & SCHOLARSHIP INFORMATION

Registrations for the 2023 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:

| Week 1 – Monday, June 12 to Thursday, June 15, 2023 | | |
|--|--|----------------------|
| Classroom Format – UGA Athens Campus | | |
| Deadline to Register: May 29, 2023 | | |
| Course Fee Type | Dates | All Workshops |
| Early Bird Fee | Available Until April 17, 2023 | \$879 |
| Standard Registration Fee | Starts on April 18, 2023 | \$919 |

Week 2 – Monday, June 26 to Friday, June 30, 2023
Online Format – via Zoom

Deadline to Register: June 12, 2023

| Course Fee Type | Dates | All Workshops |
|---------------------------|--|---------------|
| Early Bird Fee | Available Until April 17, 2023 | \$709 |
| Standard Registration Fee | Starts on April 18, 2023 | \$749 |

Week 3 – Monday, July 10 to Thursday, July 13, 2023
Classroom Format – UGA Athens Campus

Deadline to Register: June 26, 2023

| Course Fee Type | Dates | Non-Science Workshops |
|---------------------------|--|--|
| Early Bird Fee | Available Until April 17, 2023 | \$879 |
| Standard Registration Fee | Starts on April 18, 2023 | \$919 |
| Course Fee Type | Dates | Biology & Chemistry (laboratory fee included) |
| Early Bird Fee | Available Until April 17, 2023 | \$919 |
| Standard Registration Fee | Starts on April 18, 2023 | \$959 |

Week 4 – Monday, July 17 to Thursday, July 21, 2023
Online Format – via Zoom

Deadline to Register: July 3, 2023

| Course Fee Type | Dates | Non-Science Workshops |
|---------------------------|--|-----------------------|
| Early Bird Fee | Available Until April 17, 2023 | \$709 |
| Standard Registration Fee | Starts on April 18, 2023 | \$749 |



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 for 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 the discount.
- Choose 'Credit Card' as the mode of payment.
- Complete the payment process

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

The accounts payable representative that you provided should have received a copy of the invoice via email today. If you are paying the invoice by credit/debit card, you can visit our website at the following link: <https://outreachregistration.uga.edu/> and select the **red "Pay an Invoice"** button. You will need the invoice number (Example: 000000-1), the original invoice creation date, and the invoice amount. A receipt of payment will be sent to both the payor and the participant.

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. 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, and 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.

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. 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 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 12 - 15):** cancel on or before **Monday, May 22, 2023, at 3 pm ET**
 - **Week 2 (June 26 - 30):** cancel on or before **Monday, June 5, 2023, at 3 pm ET**
 - **Week 3 (July 10 - 13):** cancel on or before **Monday, June 19, 2023, at 3 pm ET**
 - **Week 4 (July 17 - 21):** cancel on or before **Monday, June 26, 2023, at 3 pm 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 or call (706) 542-3537, Monday through Friday, 8:00 am to 5:00 pm ET.
4. Most courses require a minimum enrollment of 10 participants. Courses with insufficient enrollment will be canceled on or before **May 30, 2023**. Participants will be notified by email if a course is canceled, 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.