

NON-MEDICAL TRANSFER REQUEST FORM

PLEASE NOTE:

- A non-medical transfer is a change of exam date and/or time.
- A non-medical transfer will only be considered after payment of the transfer fee and receipt of this form.
- The transfer fee is 75% of the original examination fee.
- Transfers are not guaranteed. The transfer fee will be refunded if the examination cannot be rescheduled.
- Transfers in regional areas may only be available within the same examination session, and are dependent on examiner availability.
- To change the subject/grade please complete a Change of Enrolment Form.

HOW TO USE THIS FORM:

1. Complete all required fields
2. Email the completed form to payments.ameb@qed.qld.gov.au
3. An AMEB Qld will email a BPoint link for payment to be made as soon as possible.

NB: Requests will not be processed until full payment and all details are received.

ENROLLER DETAILS

Enroller No.:	Enroller Name:
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PAYER DETAILS: (must be completed)

Name of card holder:	Phone:
Email Address:	

CANDIDATE DETAILS

Candidate No.:	Candidate Name:
Subject & Grade:	Subject Code: (if unknown, please source from the teacher)

TRANSFER DETAILS

Transfer within same session <input type="checkbox"/>	Transfer to new session <input type="checkbox"/>	Enter new session no:
Reason for transfer:		
Dates to Avoid: (if transferring to new session)		

OFFICE USE ONLY

Sale ID:	BPoint No:	Amount:	BPoint Date:
Receipt No:		Date Payment received:	
Customer Service Officer Signature:			

Ts & Cs apply. For the full policy please refer to the [AMEB Qld Enrollers' Handbook](#)