

NON MEDICAL TRANSFER REQUEST FORM



Department of
Education

You can apply to transfer an examination after it has been scheduled. Your request will only be considered upon **payment of the transfer fee and receipt of this form**. A transfer fee is 75% of the original exam fee.

Transfers are not guaranteed. The transfer fee will be refunded if the examination cannot be rescheduled. Transfers in regional areas will only be available during an examination session.

Transfers of exams scheduled in November/December are extremely limited. Transfers of exams from one calendar year to the next are prohibited.

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

NB: Requests will not be processed unless all information and full payment is received

1. ENROLLER DETAILS

Enroller No.:	Enroller Name:
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2. PAYEE DETAILS: Person to receive BPoint details to make payment

Name of card holder:	Phone:
Email Address:	

3. CANDIDATE DETAILS

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

4. TRANSFER DETAILS

Transfer within session <input type="checkbox"/>	Transfer to new session <input type="checkbox"/>	Transfer to which session: <input type="checkbox"/>
Subject & Grade:	Subject Code (if unknown, please source from the teacher):	
Reason for transfer:		

OFFICE USE ONLY

Sale ID:	BPoint No:	BPoint Date:
Receipt No:	Date Payment received:	