

Transfer Request Form

HOW TO USE THIS FORM:

1. Complete the personal details information below
2. Send the form to payments.ameb@qed.gov.au
3. An AMEB Qld state office employee will be in touch with a BPoint for payment
4. Upon receipt of payment your request will be processed

T&Cs:

A CANDIDATE MAY APPLY TO TRANSFER AN EXAMINATION FOR ANY REASON UPON RECEIPT OF A **TRANSFER REQUEST FORM AND PAYMENT OF A TRANSFER FEE** EQUIVALENT TO HALF OF THE ORIGINAL EXAM COST. THE AVAILABILITY OF A SUBSTITUTE EXAMINATION TIME CANNOT BE GUARANTEED, AND ACCEPTANCE OF THE APPLICATION WILL BE SUBJECT TO THE AVAILABILITY OF A QUALIFIED EXAMINER AND SUITABLE FACILITIES. IF IT IS NOT POSSIBLE TO RE-SCHEDULE THE EXAMINATION, THE TRANSFER FEE WILL BE REFUNDED. A RESCHEDULED OR TRANSFERRED EXAM WILL ONLY BE AVAILABLE IN REGIONAL AREAS DURING AN EXAMINATION SESSION.

TO BE COMPLETED BY THE TEACHER / ENROLLER ONLY

TEACHER/ENROLLER DETAILS:

Enroller No: _____ Name: _____ Phone: _____

Email: _____

CANDIDATE DETAILS:

Candidate No: _____ Name: _____

Subject & Grade: _____ Subject Code: _____

Transfer within session Transfer to new session Notes/Reason for transfer: _____

Please note: Exams scheduled in November/December might not be transferable due to the high volume of enrolments in term 4. The AMEB (Qld) is not able to transfer exams to the next calendar year.