Wait List Form

HOW TO USE THIS FORM:
1. Complete the personal details information below
2. Complete the enrolment form on next page
3. Send these completed forms to payments.ameb@qed.gov.au
4. An AMEB Qld state office employee will be in touch with a BPoint for payment
5. Upon receipt of payment your request will be processed

T&Cs:
A Wait List fee of $80 applies after the conclusion of the late enrolment period (14 days after the enrolment close date). Entries will only be accepted at the discretion of the AMEB Qld State Manager and are subject to the availability of examiners and exam venues, and only upon payment of the Wait List fee which will apply to every candidate enrolled during this timeframe. If AMEB Qld is unable to honor the request, the enrolment will be refunded to the enroller. The Wait List fee goes some way to cover administrative costs.

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: _______________________
Notes/ Reason for transfer: ________________________________________________
The Department of Education is collecting your personal information including your name, address, phone number, email address, age in accordance with the Information Privacy Act 2009 (QLD) in order for AMES Qld to enrol and deliver music and speech and drama examinations and results and provide professional development. The information will only be accessed by Departmental staff. Some of this information may be given to AMES Ltd and other Queensland Government agencies for the purpose of reporting and compliance. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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**Special Requests:**
(eg. candidates are to be grouped together; a candidate has been taught by an examiner, examiner is a relative or a family friend;)

**Dates to Avoid:**
(Requests to schedule at the end of any session & preferred dates will not be actioned)

**Special Needs:**
(Please attach current medical documentation)

Please be advised only complete forms can be processed.

**LATE FEES:** A $40 late fee applies to all enrolments received or paid up to 14 days after the published session closing date and time.

**WAIT LIST FEES:** Late entries after 14 days of the closing date are only accepted at the discretion of the AMEB Qld State Manager and are subject to the availability of examiners and exam venues, and upon payment of the $80 Wait List Fee.

**TRANSFER FEES:** Candidates may apply to reschedule exams upon receipt of a transfer request form and payment of a transfer fee equivalent to half the original exam cost.

**School/Enroller Name:**

I am a new enroller  □  My contact details have changed □  (If you ticked any of these boxes please fill in your contact details below)

Street Address: ____________________________  Email Address: ____________________________

Suburb: ____________________________  State: _______  Postcode: _______  Phone: ____________________________

OFFICE USE ONLY

Sale ID: ____________________________

Session No: ____________________________

Centre No: ____________________________

AMEB State Office, PO Box 21, Ashgrove Q 4060
Phone: (07) 3634 0933  Email: payments.ameb@qed.qld.gov.au

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