

CHANGE OF ENROLMENT FORM

PLEASE NOTE:

- A change of enrolment form is a change of subject, grade and/or enroller.
- A change of enrolment before the session close date is free of charge.
- A change of enrolment after the session close date incurs a fee of \$38.
- This form must be received **by 4pm three working days before the exam date.**
- Requests to change an enrolment after this time will **NOT** be accepted.

HOW TO USE THIS FORM:

1. Complete all required fields.
2. Email the form to payments.ameb@qed.qld.gov.au.
3. AMEB Qld will email a BPoint link for payment which must be **paid as soon as possible.**
4. Your request will only be processed after a completed Change of Enrolment Form is received and full payment is made.

NB: The change of enrolment **will not** be made if payment is **not received.**

PERSONAL DETAILS	
Enroller No:	Enroller Name:
Candidate No:	Candidate Name:
Enrolled session:	

ENROLMENT CHANGE		
REQUESTED CHANGE:	Current Enrolment	Change Enrolment to
Enroller Name & ID number		
Subject Code (Difference in examination fees may apply)		
Subject Name		
Subject Grade		

PAYEE DETAILS (must be completed)			
Name of card holder:		Phone No.:	
Email Address:		Date:	
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](#)