

MEDICAL TRANSFER REQUEST FORM

PLEASE NOTE:

- A medical transfer is a change of date.
- Medical transfers due to illness or injury are considered after payment of the transfer fee, receipt of this form and a copy of a medical certificate.
- A medical transfer fee is 50% of the original exam fee.
- Transfers are not guaranteed and 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 is 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. 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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PAYEE 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: (attach supporting documentation)		
Dates to Avoid: (if transferring to a 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](#)