

NON-MEDICAL TRANSFER REQUEST FORM

PLEASE NOTE:

- A non-medical transfer is a change of exam date and/or time.
- A non-medical transfer will only be considered after payment of the transfer fee and receipt of this form.
- The transfer fee is 75% of the original examination fee.
- Transfers are not guaranteed. 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 are 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. An 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: |
|---------------|----------------|

PAYER 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: | | |
| Dates to Avoid: <u>(if transferring to new session)</u> | | |

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](#)