

# 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](mailto: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

☐

Transfer to new session

☐

**Enter new session no:**

Reason for transfer:

Dates to Avoid:

**(if transferring to 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](#)