amebnsw

Change Form: Subject, Grade or Syllabus

$30 ENROLMENT CHANGE FEE

As outlined in the Enrolment Handbook, page 13, "Failure to notify AMEB (NSW) of an anomaly (correct name, grade, subject code, etc) on the *Confirmation of Enrolment* within 5 working days of the notification being sent will result in an additional $30 fee per candidate per examination."

For future reference the *Confirmation of Enrolment and AMEB Connect* provides the opportunity for teachers/ private enrollers to check that all information relevant to their candidates has been accurately recorded. **Any changes (other than scheduling requests) made within 5 working days of the Confirmation of Enrolment will not incur any additional charges.**

TO BE COMPLETED BY THE TEACHER / PRIVATE ENROLLER ONLY.

TEACHER / PRIVATE ENROLLER DETAILS

Teacher/Private Enroller Name: .....

Teacher/Private Enroller Number: .....

Phone: ..... Mobile: .....

Email: .....

If you have more than two students to make changes for, please attach another copy of this form

1. CANDIDATE DETAILS

Candidate Name: .....

Candidate Number: .....

Incorrect Subject Code and Name: .....

Correct Subject Code and Name: .....

2. CANDIDATE DETAILS

Candidate Name: .....

Candidate Number: .....

Incorrect Subject Code and Name: .....

Correct Subject Code and Name: .....

If your request is outside the 5 working days of your *Confirmation of Enrolment* the $30 fee per candidate per examination will be applied and payment details must be included on this form.

Please note that the Confirmation of Enrolment and Notice of Examination are different Notices.

PAYMENT DETAILS *(Please note requests WILL NOT be processed without the accompanying fee)*

☐ I enclose my cheque / money order payable to AMEB (NSW).

☐ I authorise AMEB (NSW) to charge my credit card for $ ..... (plus 0.4% merchant interchange fee)

Master Card / VISA (Please Circle)

Name on Card: ..... Signature: .....

Card Number: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| Expiry date: ___ ___ /___ ___