amebnsw

# Scheduling Request Form

## $30 SCHEDULING REQUEST FEE

As outlined in the Enrolment Handbook (page 17), "an administration fee of $30 per candidate per examination will be charged for any scheduling request that is not on the original enrolment". Requests WILL NOT be processed without the accompanying fee.

Please note that AMEB (NSW) cannot guarantee meeting your request and, in such cases, the $30 fee will be refunded.

## SCHEDULING REQUEST GUIDELINES

The AMEB (NSW) is unable to accept requests for specific examination dates and times or late examinations. Only dates to be avoided may be indicated. Requests must be submitted by the teacher or private enroller.

## TO BE COMPLETED BY THE TEACHER / PRIVATE ENROLLER ONLY.

TEACHER / PRIVATE ENROLLER AND CANDIDATE DETAILS

Teacher/Private Enroller Name: .....

Teacher/Private Enroller Number: .....

Candidate Name: .....

Candidate Number: .....

Subject and Grade: .....

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

Email: .....

DETAILS OF SCHEDULING REQUEST / DATE(S) TO AVOID:

*The AMEB is **UNABLE** to accept requests for specific examination dates and times, or late examinations.*

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

☐ I enclose my cheque / money order payable to AMEB (NSW) for $30.

☐ I authorise AMEB (NSW) to charge my credit card for $30 (plus 0.4% merchant interchange fee)

Master Card / VISA (Please Circle)

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

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