

amebnsw Transfer Request (Before Scheduling) Form 2024

TRANSFER AVAILABILITY

Transfers between different examination series can be requested PRIOR to scheduling or video submission due date. For example from 1st Metro Session (06) to 2nd Metro Session (03), or 1st Metro Session (06) to 2nd Video Session (21). Every effort will be made to accommodate transfers, but transfers cannot be guaranteed.

If the AMEB (NSW) is unable to transfer a regional examination while examiners are still touring that particular region, candidates will be required to travel to Sydney.

Please note: It is not possible under any circumstances to transfer examinations to the following year.

HOW TO SUBMIT A TRANSFER REQUEST (BEFORE SCHEDULING)

Please complete the personal details and payment information below. Please note all documents and payments must be submitted by the **TEACHER / PRIVATE ENROLLER ONLY** before the exam has been scheduled.

Transfer requests (before scheduling) will incur a fee of \$55 per candidate per exam, or where 6 or more candidates are being transferred, a maximum of \$330 per enrolment submission will apply.

If the transfer request is made after the exam has been scheduled, different policies and fees apply. See www.ameb.nsw.edu.au for more information.

TO BE COMPLETED BY THE TEACHER / PRIVATE ENROLLER ONLY.

TEACHER / PRIVATE ENROLLER DETAILS

Teacher/Private Enroller Name:

Teacher/Private Enroller Number:

Phone: Mobile:

Email:

Teacher/Private Enroller Signature:

CANDIDATE DETAILS

Candidate Name: Candidate Number:

Subject and Grade:

Candidate Name: Candidate Number:

Subject and Grade:

(if more than 2 candidates, please attach additional information)

NOTES

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

☐ 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:

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 Expiry date: ____ / ____ / ____

Level 6, 117 Clarence Street Sydney NSW 2000 • Email: office@ameb.nsw.edu.au

The AMEB (NSW) is an agency of the NSW Education Standards Authority (NESA) • ABN 94 279 170 975

Valid during 2024 only