amebnsw Change form: subject, grade or syllabus 2025

Please complete this for if you need to change the subject, grade or syllabus of a submitted enrolment.
Changes (other than scheduling requests) requested within 5 business days of the confirmation of enrolment email will not incur any change fees. Differences in exam fees may still apply.
Changes requested 5 business days or more after the issue date of the confirmation of enrolment email will incur a change fee of $35 per candidate per exam, plus any differences in exam fees.
Please return this form via email only.

TO BE COMPLETED BY THE ENROLLING PERSON ONLY.

ENROLLER DETAILS

Enroller name: .....

Enroller number: .....

Phone/mobile: .....

Email:.....

If you have more than two students requiring changes, 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 business days of your confirmation of enrolment email, the $35 fee per candidate per exam will be applied and payment details must be included on this form.
Please note that the confirmation of enrolment and notice of exam are different notices.

PAYMENT DETAILS

Change fee $35 per candidate $.....

Difference in examination fee $ .....

Total due $ .....

☐ I authorise AMEB (NSW) to charge my credit card for $ .....

Mastercard / VISA (please circle)

Name on card: ..... Signature: .....

Card number: |__ __ __ __| |__ __ __ __| |__ __ __ __| |__ __ __ __| Expiry date: __ __/__ __