

# amebnsw Change Form: Subject, Grade or Syllabus

Please complete this form if you need to change the

- subject
- grade
- or syllabus

of a submitted enrolment.

Upload the completed form to the AMEB (NSW) website or return the form by post or email.

**Any changes (other than scheduling requests) made within 5 business days of the Confirmation of Enrolment email will not incur any additional charges.**

Changes made 5 business days or more after the issue date of the Confirmation of Enrolment email will result in a change fee of \$30 per candidate per examination.

## TO BE COMPLETED BY THE ENROLLER ONLY.

### ENROLLER DETAILS

Enroller Name: .....

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 business days of your Confirmation of Enrolment email 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)

Change fee \$30 per candidate      \$ .....

Difference in examination fee      \$ .....

Total due      \$ .....

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: \_\_\_\_ / \_\_\_\_