amebnsw Change Form: Subject, Grade or Syllabus 2023

Please complete this form if you need to change the
- subject
- grade
- or syllabus

of a submitted enrolment.
Please return the completed 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 change fees. Differences in examination fees may still apply.

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, plus any differences in examination fees.

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: ___ ___ / ___ ___