# HOW TO SUBMIT A RESCHEDULING REQUEST

Please complete the personal details and payment information below. Please note all documents and payments must be submitted by the TEACHER / PRIVATE ENROLLER ONLY at least **ten business days** before the original examination date.

By submitting this form, the enroller agrees that:

- the original exam date and fee will be forfeited
- AMEB (NSW) will search for a new mutually acceptable date
- If a new date can be found, the exam fee less a 25% discount will be charged (see <u>www.ameb.nsw.edu.au/exams/2022-fees-and-codes</u> for exam fees)

# 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

NOTES and DATES TO AVOID

# 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: S	Signature:	
Card Nur	mber:	Expiry date: /	