amebnsw

Scheduling Request Form 2023

Please complete this form where new or additional information is to be provided for a recently submitted enrolment.

An administration fee of $30 per candidate per examination will be charged for any amendment or scheduling request that is not on the original enrolment. Requests WILL NOT be processed without the accompanying fee.

Please note that AMEB (NSW) cannot guarantee meeting your request and, in such cases, the $30 fee will be refunded.

Guidelines

- Note dates to be avoided
- Note if you have been taught or attended a Masterclass by an examiner
- Requests must be submitted by the teacher or private enroller.

The AMEB (NSW) is unable to accept requests for specific examination dates, times, late examinations or examiner.

TO BE COMPLETED BY THE TEACHER / PRIVATE ENROLLER ONLY.

TEACHER / PRIVATE ENROLLER AND CANDIDATE DETAILS

Teacher/Private Enroller Name: .....

Teacher/Private Enroller Number: .....

Candidate Name: .....

Candidate Number: .....

Subject and Grade: .....

Phone: ..... Mobile: .....

Email: .....

DETAILS OF SCHEDULING REQUEST / DATE(S) TO AVOID:

*The AMEB is **UNABLE** to accept requests for specific examination dates, times, late examinations or examiners.*

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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 $30 (plus 0.4% merchant interchange fee)

Master Card / VISA (Please Circle)

Name on Card: ..... Signature: .....

Card Number: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| Expiry date: ___ ___ /___ ___