amebnsw

Scheduling Request Form

\$30 SCHEDULING REQUEST FEE

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.

SCHEDULING REQUEST GUIDELINES

The AMEB (NSW) is unable to accept requests for specific examination dates and times or late examinations. Only dates to be avoided may be indicated. Requests must be submitted by the teacher or private enroller.

Please return the completed form by post or email.

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: Phone: Mobile: DETAILS OF SCHEDULING REQUEST / DATE(S) TO AVOID: The AMEB is **UNABLE** to accept requests for specific examination dates and times, or late examinations. 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: ______ Expiry date: ____/____