

## 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 <https://www.ameb.nsw.edu.au/exams/fees-and-codes#reschedule> for fees)

**Please note:** This rescheduling request does not apply to period-to-period transfer requests.

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## 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: .....

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### CANDIDATE DETAILS

Candidate Name: ..... Candidate Number: .....

Subject and Grade: .....

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### NOTES and DATES TO AVOID

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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 \$ \_\_\_\_\_ (plus 0.4% merchant interchange fee)

Master Card / VISA (Please Circle)

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

Card Number: |\_|\_|\_|\_| |\_|\_|\_|\_| |\_|\_|\_|\_| |\_|\_|\_|\_|      Expiry date: \_\_\_/\_\_\_/\_\_\_