

**Enroller No:**

**LATE FEES:** A \$45 late fee applies to all enrolments received or paid up to 14 days after the published session closing date and time.

**TRANSFER FEES:** Candidates may apply to reschedule exams upon receipt of a transfer request form and payment of a transfer fee equivalent to half the original exam cost.

**CHANGE OF ENROLMENT FEES:** At the time of enrolment, it is imperative that all enrollers check accuracy of all details of the enrolment form including candidate name (written as it will appear on the certificate), enroller ID, subject code and subject name, as any changes made after the initial enrolment will incur a fee of \$30.

**FOR OFFICE USE ONLY**

Sale ID:

Session ID:

Centre:

**ENROLLER DETAILS**

I am a new enroller

My contact details have changed

School/ Enroller name:

Address:

Post code:

Email Address:

Phone No.:

Preferred centre:

Session ID:

**PAYEE DETAILS (for BPoint only)**

Name of card holder:

Phone No.:

Email Address:

Date:

Candidate ID	Surname	Given Name	Gender	DOB	LUI Number	Subject ID	Grade or Performance (please specify one)	Instrument	Grade	Fee
			M							
			F							
			M							
			F							
			M							
			F							
			M							
			F							
			M							
			F							

**TOTAL**
**Dates to avoid:** (preferred days will not be actioned)

**Individual Needs:** (supporting medical document to be provided)

Consent to share Individual Needs requirements with AMEB (Qld) staff

**Special Requests:** (tell us if you wish to group candidates together, conflicts of interest with examiners (relative, family friend, teacher within the last two years))