

# TRANSFER REQUEST FORM



Department of  
Education

You can apply to transfer an examination after it has been scheduled. Your request will only be considered upon **payment of the transfer fee and receipt of this form**. A transfer fee is half of the original exam fee.

**Transfers are not guaranteed.** The transfer fee will be refunded if the examination cannot be rescheduled. Transfers in regional areas will only be available during an examination session.

Transfers of exams scheduled in November/December are extremely limited. Transfers of exams from one calendar year to the next are prohibited.

## HOW TO USE THIS FORM:

1. **Complete sections 1 to 4.**
2. Email the completed form to [payments.ameb@qed.qld.gov.au](mailto:payments.ameb@qed.qld.gov.au)
3. An AMEB Qld officer will email you with a BPoint for payment

*NB: Sections 1 to 4 must be completed. An incomplete form will be returned via email to be finalised.*

### 1. ENROLLER DETAILS

Enroller No.:	Enroller Name:
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### 2. PAYEE DETAILS: Person to receive BPoint details to make payment

Name of card holder:	Phone:
Email Address:	

### 3. CANDIDATE DETAILS

Candidate No.:	Candidate Name:
Subject & Grade:	Subject Code (if unknown, please source from the teacher):

### 4. TRANSFER DETAILS

Transfer within session <input type="checkbox"/>	Transfer to new session <input type="checkbox"/>	Transfer to which session:
Subject & Grade:	Subject Code (if unknown, please source from the teacher):	
Reason for transfer:		

## OFFICE USE ONLY

Sale ID:	BPoint No:	BPoint Date:
Receipt No:	Date Payment received:	