



# Enrolment Cancellation Form

### Instructions for Students

- Use this form if you wish to cancel or withdraw from your enrolment at PII.
- Attach supporting documents (required for international students).
- Read in conjunction with PII's Deferral, Suspension and Cancellation Policy, Transfer Between Providers Policy, and Fee Payment & Refund Policy.
- Cancellations may affect your visa. Please contact DHA for advice before submitting this form.

Onshore Student

Off-Shore Student

Student Name: .....

Student ID: ..... Date of Birth: .....

Address: .....

.....

Contact No. (Ph.) ..... (Mobile).....

Email: .....

International students must state the reason for cancelling their course because Pine International Institute Pty Ltd t/a Pine International Institute (referred as PII) is obliged to report the cancellation to the Department of Home Affairs (DHA). Also, all supporting documents should be attached along this form. Please refer to Fee payment and Refund Policy for any applicable refunds. You can find the Fee Payment and Refund policy at our reception and on our website [www.PII.vic.edu.au](http://www.PII.vic.edu.au)

Please choose the courses below for the cancellation.

SELECT COURSE	COURSE CODE & NAME	CRICOS Course Code
[ ]	Certificate PII in Commercial Cookery	117476C
[ ]	Certificate IV in Kitchen Management	117477B
[ ]	Diploma of Hospitality Management	117478A
[ ]	Certificate IV in Business	117475D
[ ]	Diploma of Business	117474E

Please specify the reason for cancellation of your enrolment:

.....  
.....  
.....

Supporting documents attached:  Yes  No

Would you like to meet with the Student Support or Wellbeing Officer to discuss compassionate or compelling



circumstances before proceeding with cancellation?

Yes (If yes, please also complete a Student Support Request Form)

No

**Important Note**

If your cancellation request is due to a transfer between another provider, you must also complete a separate Release Request Form available on our website and at reception in accordance with National Code 2018 Standard 7. This Enrolment Cancellation Form alone will not process transfer requests.

**Terms and Conditions:**

- I understand that if I am seeking a fee refund, I must also complete a separate Refund Application Form.
- I understand I may not be eligible for any fee refund if I have not met the terms and conditions outlined in the Fee Payment and Refund Policy.
- Where the cancellation of enrolment has been initiated by PII, I am entitled to 20 working days to access the internal Feedback, Complaints and Appeals Process to contest the decision.
- I authorise PII to obtain further supporting information or official student records from other institutions where necessary in relation to this application.
- I acknowledge that PII will use and manage my personal information in accordance with its Records Management Policy and Privacy Policy.
- I understand that cancellation of my enrolment may impact my student visa and that PII is required to report cancellations to the Department of Home Affairs (DHA) via PRISMS.
- I have read PII's Deferral, Suspension and Cancellation Policy and understand that changes to my enrolment may result in a change to my Coe and visa status.
- I declare that all information provided on this form is correct and complete in every detail, and I understand that providing false or misleading information may result in rejection of my application.
- I also understand the consequences of cancelling my enrolment before a new visa is granted if my visa is still being processed.
- I have been informed that I may access PII's Student Support and Wellbeing Services to discuss my circumstances before finalising this cancellation.
- I acknowledge that PII has advised me to contact the Department of Home Affairs (DHA) for advice regarding any potential impacts on my visa before submitting this application.
- By signing this form, I confirm that I have read, understood, and agree to the terms and conditions regarding the cancellation of my enrolment.

Student's Signature: ..... Date: .....

**For Office Use Only**

Received by:

.....

Signature: ..... Date: .....

If enrolment is cancelled based on transfer between providers (complete the sections below)

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