



# INVOICING PROCEDURE

## 2020 Certificate III in Business (2-Year or 1-Year i.e. Fast Track)

<b>Cost</b>	<p><b><u>Participant Fee:</u> \$210.00 per student</b></p> <p><b><u>Program Fee</u> (note these figures are inclusive of GST):</b></p> <ul style="list-style-type: none"><li>• 1 x Certificate III Program (e.g. Fitness) = \$1,210.00</li><li>• 2 x Certificate III Programs (e.g. Fitness, Sport) = \$1,485</li><li>• 3 x Certificate III Programs (i.e. Business, Fitness, Sport) = \$1,760</li></ul>
<b>Enrolment Points</b>	<p><b>Term 1 = Initial Enrolment</b></p> <p><b>Term 2 = Official Enrolment</b></p>

## INVOICING TIMELINE

### YEAR 1

<b>TERM 1</b>	<p><b><u>INITIAL INVOICE</u></b> - To be issued by end of Week 2, Term 1. This will include:</p> <ul style="list-style-type: none"><li>• Participant fee (\$210.00 pp) x 10 participants</li><li>• School Program Fee per Certificate III offerings.</li></ul> <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
<b>TERM 2</b>	
<b>TERM 3</b>	<p><b><u>ADJUSTMENT INVOICE</u></b> - This will include:</p> <ul style="list-style-type: none"><li>• Participant fee (\$210.00 pp) for remaining students after enrolment cut-off (30 June 2020; *or 30 April for 'Fast Track').</li></ul> <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
<b>TERM 4</b>	

### YEAR 2

<b>TERM 5</b>	
<b>TERM 6</b>	
<b>TERM 7</b>	
<b>TERM 8</b>	



## INITIAL INVOICE

*NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate III in Business.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 3 Feb 2020	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		<b>Invoice Number</b> INV-4417		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2020 Certificate III in Business participant fee: Initial Invoice (minimum 10 student places)	10.00	210.00	GST Free	2,100.00
Program Fee 2020-2021: Certificate III in Business	1.00	1,100.00	110.00	1,210.00
			<b>TOTAL</b>	<b>3,310.00</b>

## ADJUSTMENT INVOICE

*NOTE: This adjustment invoice is based on an additional 5 students undertaking the Certificate III in Business.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 1 Aug 2020	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		<b>Invoice Number</b> INV-4418		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Adjustment Invoice #1 - 2020 Certificate III in Business: 5 additional students	5.00	210.00	GST Free	1,050.00
			<b>TOTAL</b>	<b>1,050.00</b>