



INVOICING PROCEDURE

2020 Certificate III in Sport and Recreation (2-Year or 1-Year i.e. Fast Track)

Cost	<p>Participant Fee: \$260.00 per student + \$40.00 First Aid</p> <p>Program Fee (note these figures are inclusive of GST):</p> <ul style="list-style-type: none">• 1 x Certificate III Program (e.g. Fitness) = \$1,210.00• 2 x Certificate III Programs (e.g. Fitness, Sport) = \$1,485• 3 x Certificate III Programs (i.e. Business, Fitness, Sport) = \$1,760
Enrolment Points	<p>Term 1 = Initial Enrolment</p> <p>Term 2 = Official Enrolment</p>

INVOICING TIMELINE

YEAR 1

TERM 1	<p><u>INITIAL INVOICE</u> - To be issued by end of Week 2, Term 1. This will include:</p> <ul style="list-style-type: none">• Participant fee (\$260.00 pp) x 10 participants• School Program Fee per Certificate III offerings. <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
TERM 2	
TERM 3	<p><u>ADJUSTMENT INVOICE</u> - This will include the following:</p> <ul style="list-style-type: none">• Participant fee (\$260.00 pp) for remaining students after enrolment cut-off (30 June 2020; *or 30 April for Fast Track). <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
TERM 4	

YEAR 2

TERM 5	
TERM 6	
TERM 7	
TERM 8	

NOTE: This program also requires completion (as a separate course) of the nationally recognised First Aid Certificate: HLTAID003 Provide First Aid (which contains the embedded competency: HLTAID001 Provide Cardiopulmonary Resuscitation). An invoice will be issued upon submission of the Binnacle First Aid 'Status Report' for \$40.00 per 'Fee For Service' participant that has completed the Binnacle First Aid course.



INITIAL INVOICE

NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate III in Sport and Recreation.

Tax Invoice: Example High School		Invoice Date 3 Feb 2020	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		Invoice Number INV-4417		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2020 Certificate III in Sport and Recreation participant fee: Initial Invoice (minimum 10 student places)	10.00	260.00	GST Free	2,600.00
Program Fee 2020-2021: Certificate III in Sport and Recreation	1.00	1,100.00	110.00	1,210.00
			TOTAL	3,810.00

ADJUSTMENT INVOICE

NOTE: This adjustment invoice is based on an additional 5 students undertaking the Certificate III in Sport and Recreation.

Tax Invoice: Example High School		Invoice Date 1 Aug 2020	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		Invoice Number INV-4418		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Adjustment Invoice #1 - 2020 Certificate III in Sport and Recreation: 5 additional students	5.00	260.00	GST Free	1,300.00
			TOTAL	1,300.00