



INVOICING PROCEDURE

2021 Certificate II in Workplace Skills (1-Year or 2-Year)

Cost	<u>Participant Fee:</u> \$180.00 per student <u>Program Fee:</u> Certificate II Program Fee waived in 2021
Enrolment Points	Term 1 = Initial Enrolment Term 2 = Official Enrolment

INVOICING TIMELINE

YEAR 1

TERM 1	<u>INITIAL INVOICE</u> - To be issued by end of Week 4, Term 1. This will include: <ul style="list-style-type: none">Participant fee (\$180.00 pp) x 10 participantsSchool Program Fee WAIVED <i>Please see a copy of the example invoices (over page) for details.</i>
TERM 2	
TERM 3	<u>ADJUSTMENT INVOICE</u> - This will include: <ul style="list-style-type: none">Participant fee (\$180.00 pp) for remaining students after enrolment cut-off [30 April 2021 (1-Year option) or 30 June 2021 (2-Year option)]. <i>Please see a copy of the example invoices (over page) for details.</i>
TERM 4	

YEAR 2

TERM 5	
TERM 6	
TERM 7	
TERM 8	



INITIAL INVOICE

NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate II in Workplace Skills.

Tax Invoice: Example High School		Invoice Date 3 Feb 2021	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
2021 Certificate II in Workplace Skills participant fee: Initial Invoice (minimum 10 student places)	10.00	180.00	GST Free	1,800.00
			TOTAL	1,800.00

ADJUSTMENT INVOICE

NOTE: This adjustment invoice is based on an additional 5 students undertaking the Certificate II in Workplace Skills.

Tax Invoice: Example High School		Invoice Date 1 Aug 2021	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 - 2021 Certificate II in Workplace Skills: 5 additional students	5.00	180.00	GST Free	900.00
			TOTAL	900.00