



# INVOICING PROCEDURE

Dual Qualification Program: 2021 Certificate III in Business + Certificate II in Tourism (2-Year)	
<b>Qualifications</b>	BSB30120 Certificate III in Business SIT20116 Certificate II in Tourism
<b>Cost</b>	<b><u>Participant Fee:</u> \$210.00 per student</b> <b><u>Program Fee</u> (note these figures are inclusive of GST):</b> <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) = \$1,485.00</li><li>• 3 x Certificate III Programs (i.e. Business, Fitness, Sport) = \$1,760.00</li></ul>
<b>Enrolment Points</b>	Certificate II in Tourism & Certificate III in Business <ul style="list-style-type: none"><li>• Term 1 = Initial Enrolment</li><li>• Term 2 = Official Enrolment</li></ul>

## INVOICING TIMELINE

### YEAR 1

<b>TERM 1</b>	<b><u>INITIAL INVOICE</u></b> - To be issued by end of Week 4, Term 1. This will include: <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> <i>Please see a copy of the example invoice (over page) for details.</i>
<b>TERM 2</b>	
<b>TERM 3</b>	<b><u>ADJUSTMENT INVOICE #1</u></b> – To be issued after the enrolment cut-off date (30 June 2021) for the Dual Qualification Program and will include: <ul style="list-style-type: none"><li>• Participant fee (\$210.00 pp) for remaining students after enrolment cut-off.</li></ul> <i>Please see a copy of the example invoice (over page) for details.</i>
<b>TERM 4</b>	



**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 Dual Qualification Program: Certificate III in Business + Certificate II in Tourism.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 3 Feb 2021	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
2021 Certificate III in Business + Certificate II in Tourism participant fee: Initial Invoice (minimum 10 student places)	10.00	210.00	GST Free	2,100.00
Program Fee 2021-2022: Certificate III in Business	1.00	1,100.00	110.00	1,210.00
			<b>TOTAL</b>	<b>3,310.00</b>

**ADJUSTMENT INVOICE #1**

*NOTE: This adjustment invoice is based on an additional 5 students undertaking the Dual Qualification Program: Certificate III in Business + Certificate II in Tourism.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 1 Aug 2021	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
Adjustment Invoice #1 - 2021 Certificate III in Business + Certificate II in Tourism: 5 additional students	5.00	210.00	GST Free	1,050.00
			<b>TOTAL</b>	<b>1,050.00</b>