



# INVOICING PROCEDURE

## 2022 Certificate II in Workplace Skills (4-Term Format)

<b>Cost</b>	<b><u>Participant Fee:</u> \$225.00 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 Program (e.g. Workplace Skills) = \$1,450.00</li><li>• 2 x Certificate Programs (e.g. Workplace Skills, Business) = \$1,780</li><li>• 3 x Certificate Programs (e.g. Workplace Skills, Business, Sport) = \$2,110</li></ul>
<b>Enrolment Points</b>	<b>Term 1 = Initial Enrolment</b> <b>Term 2 = Official Enrolment</b>

## INVOICING TIMELINE

<b>TERM 1</b>	<p><u>INITIAL INVOICE</u> - To be issued by end of Week 4, Term 1. This will include:</p> <ul style="list-style-type: none"><li>• Participant fee (\$225.00 pp) x 10 participants</li><li>• School Program Fee as per number of Certificate program offerings.</li></ul> <p><i>Please see a copy of the example invoices (over page) for details.</i></p>
<b>TERM 2</b>	
<b>TERM 3</b>	<p><u>ADJUSTMENT INVOICE</u> - This will include:</p> <ul style="list-style-type: none"><li>• Participant fee (\$225.00 pp) for remaining students after enrolment cut-off (30 June 2022).</li></ul> <p><i>Please see a copy of the example invoices (over page) for details.</i></p>
<b>TERM 4</b>	



## INITIAL INVOICE

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

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 3 Feb 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		<b>Invoice Number</b> INV-4417		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2022 Certificate II in Workplace Skills participant fee: Initial Invoice (minimum 10 student places)	10.00	225.00	GST Free	2,250.00
Program Fee 2022-2023: Certificate II in Workplace Skills	1.00	1,318.18	131.82	1,450.00
			<b>TOTAL</b>	<b>3,700.00</b>

## ADJUSTMENT INVOICE

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

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 1 Aug 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		<b>Invoice Number</b> INV-4418		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Adjustment Invoice #1 - 2022 Certificate II in Workplace Skills: 5 additional students	5.00	225.00	GST Free	1,125.00
			<b>TOTAL</b>	<b>1,125.00</b>