



INVOICING PROCEDURE

2022 Certificate III in Sport and Recreation (2-Year)

Cost	<p>Participant Fee: \$335.00 per student + \$55.00 First Aid</p> <p>Program Fee (note these figures are inclusive of GST):</p> <ul style="list-style-type: none">• 1 x Certificate Program (e.g. Sport) = \$1,450.00• 2 x Certificate Programs (e.g. Sport, Fitness) = \$1,780• 3 x Certificate Programs (e.g. Sport, Fitness, Business) = \$2,110
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 4, Term 1. This will include:</p> <ul style="list-style-type: none">• Participant fee (\$335.00 pp) x 10 participants• School Program Fee as per number of Certificate program 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 (\$335.00 pp) for remaining students after enrolment cut-off (30 June 2022). <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: HLTAID011 Provide First Aid (which contains the embedded competency: HLTAID009 Provide Cardiopulmonary Resuscitation). An invoice will be issued upon submission of the Binnacle First Aid 'Status Report' for \$55.00 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 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4417		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2022 Certificate III in Sport and Recreation participant fee: Initial Invoice (minimum 10 student places)	10.00	335.00	GST Free	3,350.00
Program Fee 2022-2023: Certificate III in Sport and Recreation	1.00	1,318.18	131.82	1,450.00
			TOTAL	4,800.00

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 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4418		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Adjustment Invoice #1 - 2022 Certificate III in Sport and Recreation: 5 additional students	5.00	335.00	GST Free	1,675.00
			TOTAL	1,675.00