



INVOICING PROCEDURE

Dual Qualification Program: 2022 Certificate III in Business + Certificate II in Tourism (2-Year)

| | |
|-------------------------|---|
| Qualifications | BSB30120 Certificate III in Business SIT20116 Certificate II in Tourism |
| Cost | <p>Participant Fee: \$265.00 per student (\$225.00 Certificate II in Tourism + \$40.00 Certificate III in Business Gap Fee)</p> <p>Program Fee (note these figures are inclusive of GST):</p> <ul style="list-style-type: none">• 1 x Certificate Program (e.g. Dual Qualification: Certificate III in Business + Certificate II in Tourism) = \$1,450.00• 2 x Certificate Programs (e.g. Dual Qualification: Certificate III in Business + Certificate II in Tourism, Certificate III in Sport and Recreation) = \$1,780.00• 3 x Certificate Programs (e.g. Dual Qualification: Certificate III in Business + Certificate II in Tourism, Certificate III in Sport and Recreation, Certificate III in Fitness) = \$2,110.00 |
| Enrolment Points | Certificate III in Business & Certificate II in Tourism <ul style="list-style-type: none">• Term 1 = Initial Enrolment• Term 2 = Official Enrolment |

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 (\$265.00 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 #1</u> – To be issued after the enrolment cut-off date (30 June 2022) for the Dual Qualification Program and will include:</p> <ul style="list-style-type: none">• Participant fee (\$265.00 pp) for remaining students after enrolment cut-off. <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

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.

| 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 Business + Certificate II in Tourism participant fee: Initial Invoice (minimum 10 student places) | 10.00 | 265.00 | GST Free | 2,650.00 |
| Program Fee 2022-2023: Dual Qualification: Certificate III in Business + Certificate II in Tourism | 1.00 | 1,318.18 | 131.82 | 1,450.00 |
| | | | TOTAL | 4,100.00 |

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.

| 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-4417 | | |
| | | ABN 96 115 517 952 | | |
| Description | Quantity | Unit Price | GST | Amount AUD |
| Adjustment Invoice #1 - 2022 Certificate III in Business + Certificate II in Tourism: 5 additional students | 5.00 | 265.00 | GST Free | 1,325.00 |
| | | | TOTAL | 1,325.00 |