

INVOICING PROCEDURE

Pricing

Binnacle Program	BSB20120 Certificate II in Workplace Skills (4 Terms)	
Cost	Participant Fee	\$225.00 per person (GST Free)
	Program Fee GST Inclusive	<ul style="list-style-type: none"> 1 x Certificate Program (e.g. Certificate II in Workplace Skills) = \$1,450.00 2 x Certificate Programs (e.g. Certificate II in Workplace Skills, Certificate III in Business) = \$1,780.00 3 x Certificate Programs (e.g. Certificate II in Workplace Skills, Certificate III in Business, Certificate II in Sport and Recreation) = \$2,110.00 <p>This is a one-off fee covering each cohort for the duration of the course.</p>
Enrolment Points	Term 1 = Initial Enrolment Term 2 = Official Enrolment	

Timeline

TERM 1	<p><u>INITIAL INVOICE</u> - To be issued by the end of Week 4, Term 1. This will include:</p> <ul style="list-style-type: none"> Participant fee (\$225.00 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:</p> <ul style="list-style-type: none"> Participant fee (\$225.00 pp) for remaining students after enrolment cut-off (30 June). <p><i>Please see a copy of the example invoice (over page) for details.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">REFUND POLICY</p> <p>The nature of Binnacle’s invoicing process negates a school refund situation arising. Binnacle will only invoice for the minimum of 10 places prior to the enrolment cut-off (1-year courses = 30 June, in the year of course commencement). Per above, an adjustment invoice reflecting the balance of places after this date will then be issued – voiding any potential refund situation.</p> <p>Students that withdraw from the program after the enrolment cut-off (30 June) do incur the participant fee and will be issued (on request) a Statement of Attainment for any competencies successfully completed.</p> </div>
TERM 4	

Example Invoice(s)

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 13 Feb 202X	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
Certificate II in Workplace Skills participant fee: Initial Invoice (minimum 10 student places)	10.00	225.00	GST Free	2,250.00
Program Fee: Certificate II in Workplace Skills	1.00	1,318.18	131.82	1,450.00
			TOTAL	3,700.00

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 202X	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 - Certificate II in Workplace Skills: 5 additional students	5.00	225.00	GST Free	1,125.00
			TOTAL	1,125.00