

# INVOICING PROCEDURE

## Pricing

|                         |   |   |
|-------------------------|---|---|
| <b>Binnacle Program</b> | <b>BSB30120 Certificate III in Business (7 Terms)</b>     |   |
| <b>Cost</b>             | <b>Participant Fee</b>                                    | \$265.00 per person (GST Free)  |
|                         | <b>Program Fee<br/>GST Inclusive</b>                      | <ul style="list-style-type: none"> <li>1 x Certificate Program (e.g. Certificate III in Business) = \$1,450.00</li> <li>2 x Certificate Programs (e.g. Certificate III in Business, Certificate II in Workplace Skills) = \$1,780.00</li> <li>3 x Certificate Programs (e.g. Certificate III in Business, Certificate II in Workplace Skills; Certificate II in Sport and Recreation) = \$2,110.00</li> </ul> <p>This is a one-off fee covering each cohort for the duration of the course (2 years).</p> |
| <b>Enrolment Points</b> | Term 1 = Initial Enrolment<br>Term 2 = Official Enrolment |   |

## Timeline

| All invoicing completed in the first year of the program. |   |
|---|---|
| <b>TERM 1</b>   | <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"> <li>Participant fee (\$265.00 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 invoice (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 (\$265.00 pp) for remaining students after enrolment cut-off (30 June).</li> </ul> <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;"><b>REFUND POLICY</b></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 (2-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> |
| <b>TERM 4</b>   |   |

## Example Invoice(s)

## INITIAL INVOICE

*NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate III in Business.*

| <b>Tax Invoice:</b><br>Example High School   |          | <b>Invoice Date</b><br>13 Feb 202X | Binnacle Training College PL<br>Attention: Melissa Bulow<br>PO Box 2559<br>NORTH IPSWICH QLD 4305 |                 |
|--|----------|------------------------------------|---|-----------------|
|  |          | <b>Invoice Number</b><br>INV-4417  |   |                 |
|  |          | <b>ABN</b><br>96 115 517 952       |   |                 |
| Description  | Quantity | Unit Price                         | GST   | Amount AUD      |
| Certificate III in Business participant fee: Initial Invoice (minimum 10 student places) | 10.00    | 265.00                             | GST Free  | 2,650.00        |
| Program Fee: Certificate III in Business   | 1.00     | 1,318.18                           | 131.82  | 1,450.00        |
|  |          |                                    | <b>TOTAL</b>  | <b>4,100.00</b> |

## ADJUSTMENT INVOICE

*NOTE: This adjustment invoice is based on an additional 5 students undertaking the Certificate III in Business.*

| <b>Tax Invoice:</b><br>Example High School                                 |          | <b>Invoice Date</b><br>1 Aug 202X | Binnacle Training College PL<br>Attention: Melissa Bulow<br>PO Box 2559<br>NORTH IPSWICH QLD 4305 |                 |
|--|----------|-----------------------------------|---|-----------------|
|  |          | <b>Invoice Number</b><br>INV-4418 |   |                 |
|  |          | <b>ABN</b><br>96 115 517 952      |   |                 |
| Description  | Quantity | Unit Price                        | GST   | Amount AUD      |
| Adjustment Invoice #1 - Certificate III in Business: 5 additional students | 5.00     | 265.00                            | GST Free  | 1,325.00        |
|  |          |                                   | <b>TOTAL</b>  | <b>1,325.00</b> |