



INVOICING PROCEDURE

BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism (7 Terms)

Qualifications	BSB30120 Certificate III in Business SIT20122 Certificate II in Tourism	
Cost	Participant Fee	\$395.00 per person (GST Free) (\$345.00 Certificate II in Tourism + \$50.00 Certificate III in Business Gap Fee)
	Program Fee GST Inclusive	\$1,995.00 (this is a single fixed fee per school, regardless of the number of Binnacle certificate programs delivered). This is a one-off fee covering each cohort for the duration of the course.

Timeline

All invoicing completed in the first year of the program.	
TERM 1	<u>INITIAL INVOICE</u> - To be issued by the end of Week 4, Term 1. This will include: <ul style="list-style-type: none">Participant fee (\$395.00 pp) x 10 participantsSchool Program Fee (\$1995.00) - this program fee is invoiced once per School (regardless of how many Certificate programs offerings are being delivered at the School). <i>Please see a copy of the example invoice (over page) for details.</i>
TERM 2	
TERM 3	<u>ADJUSTMENT INVOICE</u> – To be issued after the enrolment cut-off date (30 June) for the Dual Qualification Program and will include: <ul style="list-style-type: none">Participant fee (\$395.00 pp) for remaining students after enrolment cut-off (30 June). <i>Please see a copy of the example invoice (over page) for details.</i>
TERM 4	



Example Invoice(s)

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 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 III in Business + Certificate II in Tourism participant fee: Initial Invoice (minimum 10 student places)	10.00	395.00	GST Free	3,950.00
Program Fee: Dual Qualification: Certificate III in Business + Certificate II in Tourism	1.00	1,813.36	181.34	1,995.00
			TOTAL	5,945.00

ADJUSTMENT INVOICE

***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 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 III in Business + Certificate II in Tourism: 5 additional students	5.00	395.00	GST Free	1,975.00
			TOTAL	1,975.00