

# INVOICING PROCEDURE

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

<b>Qualifications</b>	BSB30120 Certificate III in Business SIT20122 Certificate II in Tourism
<b>Cost</b>	<b>Participant Fee</b> <u>\$395.00</u> per person (GST Free) (\$345.00 Certificate II in Tourism + \$50.00 Certificate III in Business Gap Fee)
	<b>Program Fee GST Inclusive</b> \$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.	
<b>TERM 1</b>	<u>INITIAL INVOICE</u> - To be issued by the end of Week 4, Term 1. This will include: <ul style="list-style-type: none"> <li>• Participant fee (\$395.00 pp) x 10 participants</li> <li>• School 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).</li> </ul> <i>Please see a copy of the example invoice (over page) for details.</i>
<b>TERM 2</b>	
<b>TERM 3</b>	<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"> <li>• Participant fee (\$395.00 pp) for remaining students after enrolment cut-off (30 June).</li> </ul> <i>Please see a copy of the example invoice (over page) for details.</i>
<b>TERM 4</b>	

## 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.

<b>Tax Invoice:</b> Example High School	<b>Invoice Date</b> 13 Feb 202X	<b>Invoice Number</b> INV-4417	<b>ABN</b> 96 115 517 952	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305
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
				<b>TOTAL</b> <b>5,945.00</b>

### 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.

<b>Tax Invoice:</b> Example High School	<b>Invoice Date</b> 1 Aug 202X	<b>Invoice Number</b> INV-4418	<b>ABN</b> 96 115 517 952	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305
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
				<b>TOTAL</b> <b>1,975.00</b>