



# INVOICING PROCEDURE

## BSB30120 Certificate III in Business (7 Terms)

<b>Cost</b>	<b>Participant Fee</b>	\$395.00 per person (GST Free)
	<b>Program Fee</b> <b>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>	<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 (\$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> <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 (\$395.00 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>
<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> 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
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>GST</b>	<b>Amount AUD</b>
Certificate III in Business participant fee: Initial Invoice (minimum 10 student places)	10.00	395.00	GST Free	3,950.00
Program Fee: Certificate III in Business	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 Certificate III in Business.

<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
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>GST</b>	<b>Amount AUD</b>
Adjustment Invoice #1 - Certificate III in Business: 5 additional students	5.00	395.00	GST Free	1,975.00
				<b>TOTAL</b> <b>1,975.00</b>