

# INVOICING PROCEDURE

## Pricing

<b>Binnacle Program</b>	<b>SIS20321 Certificate II in Sport Coaching (3 Terms)</b>	
<b>Cost</b>	<b>Participant Fee</b>	\$265.00 per person + \$55.00 First Aid (GST Free)
	<b>Program Fee GST Inclusive</b>	<ul style="list-style-type: none"> <li>1 x Certificate Program (e.g. Certificate II in Sport Coaching) = \$1,450.00</li> <li>2 x Certificate Programs (e.g. Certificate II in Sport Coaching, Certificate III in Sport, Aquatics and Recreation) = \$1,780.00</li> <li>3 x Certificate Programs (e.g. Certificate II in Sport Coaching, Certificate III in Sport, Aquatics and Recreation, Certificate III in Fitness) = \$2,110.00</li> </ul> <p>This is a one-off fee covering each cohort for the duration of the course.</p>
<b>Enrolment Points</b>	Term 1 = Initial Enrolment Term 2 = Official Enrolment	

## Timeline

<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: 10px 0;"> <p style="text-align: center;"><b>REFUND POLICY</b></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> <p><u>FIRST AID INVOICE (IF APPLICABLE)</u></p> <p>This Certificate Program requires completion (as a separate course) of the nationally recognised First Aid Certificate: HLTAID011 Provide First Aid (which contains the embedded competency: HLTAID009 Provide cardiopulmonary resuscitation). HLTAID011 is available for eligible schools to deliver with Binnacle Training as a separate course (with additional School Physical Resource requirements). Otherwise HLTAID011 may, at your School's discretion, be undertaken with another RTO offering this unit of competency.</p> <p>For Schools who deliver First Aid with Binnacle Training:</p>

- An invoice will be issued upon completion for \$55.00 per student.

## Example Invoice(s)

### INITIAL INVOICE

*NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate II in Sport Coaching.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 13 Feb 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		<b>Invoice Number</b> INV-4417		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Certificate II in Sport Coaching participant fee: Initial Invoice (minimum 10 student places)	10.00	265.00	GST Free	2,650.00
Program Fee: Certificate II in Sport Coaching	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 II in Sport Coaching.*

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