

# INVOICING PROCEDURE

## Pricing

<b>Binnacle Program</b>	<b>SIS20122 Certificate II in Sport and Recreation (4 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 and Recreation) = \$1,450.00</li> <li>2 x Certificate Programs (e.g. Certificate II in Sport and Recreation, Certificate III in Fitness) = \$1,780.00</li> <li>3 x Certificate Programs (e.g. Certificate II in Sport and Recreation, Certificate III in Fitness, Certificate III in Business) = \$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>School Program Fee as per number of Certificate program offerings.</li> </ul> <p><i>Please see a copy of the example invoice (page 3) for details.</i></p>	VETiS Funding Confirmations will occur during Term 1
<b>TERM 2</b>		
<b>TERM 3</b>	<p><u>ADJUSTMENT INVOICE</u> – To be issued after the enrolment cut-off date (30 June)* and will include:</p> <ul style="list-style-type: none"> <li>Participant fee (\$265.00 pp) per ‘Fee For Service’ participant (i.e. those students not accessing their VETiS subsidy for SIS20122 Certificate II in Sport and Recreation with Binnacle Training).</li> </ul> <p><i>Please see a copy of the example invoice (page 3) 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><i>Vocational Education and Training in Schools (VETiS) Initiative, funded by the Queensland Government. Binnacle Training is approved as a Skills Assure Supplier (SAS) for the VETiS funded qualification: <b>Certificate II in Sport and Recreation (SIS20122)</b>. The VET investment budget will provide funding for eligible students to complete one VETiS qualification listed on the Queensland Training Subsidies List while attending secondary school (in Years 10, 11 and 12). Qualifications</i></p>	

	<p><i>are primarily at Certificate I and II level and are those that have been identified by industry as leading to employment.</i></p>
<p><b>TERM 4</b></p>	<p><u>FIRST AID INVOICE (IF APPLICABLE) - OPTIONAL ADDITIONAL TRAINING</u></p> <p>This Certificate Program includes (as an optional additional elective unit of competency) 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><b>For Schools who deliver First Aid with Binnacle Training:</b></p> <ul style="list-style-type: none"> <li>• An invoice will be issued upon completion for \$55.00 per student.</li> </ul>

## Example Invoice(s)

### INITIAL INVOICE

NOTE: This initial invoice is based on the school undertaking the Certificate II in Sport and Recreation.

<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
Program Fee: Certificate II in Sport and Recreation	1.00	1,318.18	131.82	1,450.00
			<b>TOTAL</b>	<b>1,450.00</b>

### ADJUSTMENT INVOICE

NOTE: This adjustment invoice is based on:

- 5 students not accessing their VETiS funding for the Binnacle Certificate II in Sport and Recreation qualification; and
- 10 students accessing their VETiS funding for the Certificate II in Sport and Recreation.

<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
Certificate II in Sport and Recreation participant fee (waived)	10.00	(VETiS) 0.00	GST Free	0.00
Certificate II in Sport and Recreation participant fee (5 students not accessing VETiS funding for the Certificate II in Sport and Recreation)	5.00	265.00	GST Free	1,325.00
			<b>TOTAL</b>	<b>1,325.00</b>