



## Course Proposal / Information – User Pays Course

Your name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (mob)

Email: \_\_\_\_\_

How your course is to appear in the program *(please provide a clear description in a few sentences)*

Course Title: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ Day(s): \_\_\_\_\_ Weeks: \_\_\_\_\_

Times: *(Your Preference)* from \_\_\_\_\_ : \_\_\_\_\_ am/pm until \_\_\_\_\_ : \_\_\_\_\_ am/pm

Cost: \$ \_\_\_\_\_ *(per term)* \$ \_\_\_\_\_ *(per session if applicable)* Tutor: \_\_\_\_\_

Special requirements/materials *(if any)* \_\_\_\_\_

**\*Please note: tutors working with children will need to obtain a 'Working with Children' check. Let the centre know if you intend to offer your course to children under the age of 18 years.**

### Student Numbers

DNC staff will use minimum and maximum numbers to decide when to cancel a class or place someone on a waiting list. Please set these numbers carefully as they cannot be changed. If you need help deciding minimum/maximum numbers please phone the centre.

Number of students/participants: Min \_\_\_\_\_ Max \_\_\_\_\_

### Certificates

Are participants issued a certificate on completion of the course? **Yes / No** (circle one)

If yes who issues the certificate? \_\_\_\_\_

## Location of Course

Are you proposing to run this course at the Daylesford Neighbourhood Centre?

**Yes / No** (Please circle)

If **yes**, you must provide alternative days and times to assist with scheduling:

Alternative Days/Time Slots:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If **no** please provide location details:

Venue: \_\_\_\_\_

Address: \_\_\_\_\_

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## Participant Fees

Participant Fee \$ \_\_\_\_\_ per course or \$ \_\_\_\_\_ per session (optional)

The fee should include any GST if required. DNC is a not for profit organisation and is endorsed as a *charitable entity* by the Australian Tax Office (ATO). As a result we do not pay GST on sales from non-commercial activities. A sale (or course fee in this instance) is GST free if the amount charged is less than 75% of the amount paid to acquire the service, which is sold (this is the cost of course delivery). The formula we use to work this out is at the bottom of this form. If the course fee is more than 75% of the cost of delivery we need to charge GST.

**Do you wish to offer a concession rate?** (Please note the concession discount is borne by the tutor).

**Yes / No** (circle one)

If **yes**, what is the **Concession Participant Fee** \$ \_\_\_\_\_

Do you agree to those in hardship paying for the full course by instalments **Yes / No** (circle one)

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## Payments & DNC Charges

A \$20 tutor contribution fee is charged for each course advertised, payable when course proposals are submitted. 20% of course fees collected from students is payable to DNC on completion of the course or 10% if held off site plus any off-site rental due. This is deducted by DNC before a payment is made to you.

You will also need to provide either your ABN or a Statement by a Supplier form. If you do not provide either of these the ATO require us to withhold 48.5% of your payment.

**Have you supplied a Hobbyist Application?** **Yes / No** (circle one)

(or) **ABN:** \_\_\_\_\_

Are you registered for the GST? **Yes / No** (circle one)

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## I understand that:

DNC will assist me by promoting the course in its brochure as well as other promotional activities and by collecting participant payments (unless otherwise requested).

A \$20.00 advertising charge is payable on submission of this course proposal

DNC will provide me with participant fees (minus DNC charges as set out above) at the end of the course (unless agreed otherwise).

I am not an employee of DNC.

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### OFFICE USE ONLY Course fee – GST free or inclusive?

- |   |  |                                    |
|---|--|------------------------------------|
| 1. Cost of course to student =          | 2. DNC overheads =   | (calculated at rate of \$3.50/SCH) |
| 3. Total course cost to deliver (1+2) = | 4. 1 divided by 3. If over 75%, must add GST. If under 75%, GST free |                                    |

Signed

Date