

Annual Service Schedule

V04

This Annual Service Schedule forms part of the SSir–School Agreement for the academic year stated below. It records the specific services, contracted cohort, fees, payment dates, designated contacts and any special arrangements agreed for this engagement.

1. School and Contract Period

The School / legal entity	
School / campus (if different)	
Academic year	
Contract Period	

2. Contracted Courses and Cohort

The School contracts for the learner places in the separate Spreadsheet : Learner Registration Spreadhseet. The separate SSir Learner List identifies the individual learners occupying these places and may be updated during the Contract Period without requiring amendment of this Schedule, provided that changes to the contracted cohort or fees are agreed with SSir where applicable.

Grade	Course / Subject	# of Learner places	Fee / learner		Contracted fee
e.g. Grade 10	10ITJ	10	Rxyz.00		10 x Rxyz.00

Total contracted fee: R _____

3. Early Withdrawal – To Be completed later when relevant

Early Withdrawal Date	
Early Withdrawal Credit	

The early-withdrawal terms in the SSir–School Agreement apply. A withdrawal must be communicated to SSir by the date above to qualify for the stated credit.

4. Payment Schedule

The contracted fee is for the Contract Period. The instalments below are a payment arrangement, (typically Jan – April) and do not represent separate monthly, termly or quarterly purchases of the service.

Payment	Amount	Due date
Instalment 1	R	
Instalment 2	R	
Instalment 3	R	
Instalment 4	R	

5. Designated Contacts

The School will keep these details reasonably current and will notify SSir if a designated contact changes during the Contract Period.

Role	Name	Email	Telephone
Authorised representative			
Liaison teacher			
Accounts / bursar			
Examination contact			

6. Special Arrangements

Record here any agreed variation or special arrangement applying to this engagement, including a late start, shortened Contract Period, special fee arrangement or other material departure from the standard annual arrangement. If none, state “None”.

7. Acceptance

Once completed and signed by the School's authorised representative, please email both the signed SSir–School Agreement and the completed Annual Service Schedule to info@ssir.co.za, preferably as PDF attachments.

SSir will review the documents, countersign them upon acceptance, and return copies to the School for its records.

This Schedule is read with and forms part of the annual SSir–School Agreement. A specific special arrangement expressly recorded in this Schedule prevails over an inconsistent general provision of the Agreement for this engagement.

The undersigned confirm that they are authorised to approve this Annual Service Schedule on behalf of the respective parties.

For the School	For SSir Online School CC
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Date: