

# Enrollment for Education Solutions

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### What is the Enrollment for Education Solutions?

Enrollment for Education Solutions (EES) is an easy, cost-effective offer that provides qualified academic customers a simplified way to acquire Microsoft software and services under a single, subscription agreement. It offers benefits such as assured coverage for desktop platform products with one annual count of employees, the ability to easily add additional products in any quantity, self-service tools for simplified asset management, and immediate access to benefits such as product upgrades through Microsoft Software Assurance so you can boost the productivity of your faculty and staff and optimize the return on your technology investments.

### How do I subscribe?

There are two ways to participate in the EES subscription offering. The best option for your organization depends primarily upon whether you have five (5) or more FTE employees (OVS-ES option) or 1000 or more FTE employees (CASA+EES option).

OVS-ES OPTION (FOR ORGANIZATIONS WITH FIVE OR MORE FTE EMPLOYEES)	CASA+EES OPTION (FOR ORGANIZATIONS WITH 1000 OR MORE FTE EMPLOYEES)
<p>If your organization has five (5) FTE employees or more, you may subscribe to the EES offer through a Microsoft Authorized Education Reseller (AER) by signing an electronic agreement (e-Agreement) called the Microsoft Open Value Subscription Agreement for Education Solutions (OVS-ES). The agreement contains general terms and conditions, program terms and definitions, and is used to provide contact information, define your organization, and enroll in the Student Option. This document also specifies the licensed period (one or three years). The OVS-ES agreement is designed for smaller academic customers in order to provide a simplified purchasing experience. The OVS-ES subscription offers the same benefits as the enrollment under the Campus and School Agreement. The differences in the contracts lie with pricing tiers, extension terms and affiliate licensing options.</p> <p>To find an AER in the United States or Canada, use our search tool at <a href="http://www.microsoft.com/education/license/howtob">www.microsoft.com/education/license/howtob</a></p>	<p>If your organization has 1000 or more FTE employees, you may instead subscribe to the EES offer through a Microsoft Large Account Reseller (LAR).</p> <p>Working with your LAR, you will complete and sign the following documents:</p> <p><b>Campus and School Agreement (CASA)</b>                      For organizations with 1000 or more FTE employees, the EES is an enrollment under the Campus and School Agreement. This agreement contains an overview of the program and general terms and conditions, plus details on such topics as distributing software to licensed users and Work at Home rights. The Campus and School Agreement has no expiration date. Once this agreement is in place, you do not have to sign another one when renewing your annual coverage. If your organization has a current Campus Enrollment or School Enrollment under a Campus and School Agreement, you do not need to sign a new Campus and School Agreement; you only need to sign the EES form, which will replace your previous Campus Enrollment or School Enrollment.</p> <p><b>Enrollment for Education Solutions (EES)</b>                      The Enrollment for Education Solutions form provides an overview of enrollment, includes additional program</p>

<p><a href="#">uy/resellers.aspx</a>. For other regions, refer to your regional Microsoft Volume Licensing website: <a href="#">www.microsoft.com/licensing/worldwide.aspx</a>.</p> <p><i>Please note: You will be an "Open Value Subscription" customer and will be referred to and identified as such in communications to you from Microsoft and in Microsoft tools to which you have access.</i></p>	<p>terms and definitions, and is used to provide contact information, define your organization, and enroll in the Student Option. This document also specifies the licensed period (one or three years) and the total FTE count that you will cover in the first annual order.</p> <p>To find a LAR in the United States or Canada, go to <a href="#">www.microsoft.com/education/license/howtobuy/resellers.aspx</a>. For other regions, refer to your regional Microsoft Volume Licensing website: <a href="#">www.microsoft.com/licensing/worldwide.aspx</a>.</p> <p><i>Please note: You will be a "Campus" program customer and will be referred to and identified as such in communications to you from Microsoft and in Microsoft tools to which you have access.</i></p>
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### Are there minimum requirements to participate?

Yes. To participate in EES, you must meet these minimum requirements:

1. An organization-wide count of five (5) or more FTE employees if licensing through an AER or 1,000 or more FTE employees if licensing through a LAR. Please see [below](#) for how to calculate your FTE employee count.
2. License at least one desktop platform product for the organization-wide count defined in your enrollment or agreement. Please see [below](#) for more information about desktop platform products.

You may define your "organization" as:

- Your entire Institution including all of its affiliates, departments and school locations
- Your Institution only (including all of its departments and school locations, but not including any affiliates)
- Your Institution plus named affiliates, departments, school locations, and/or clearly defined user groups.
- A selected list of departments, school locations, and/or clearly defined user groups, if your Institution is a school without departments or school locations.

Please refer to your contract documents for legal definitions for defining your organization.

### Is my primary/secondary organization eligible to license through the EES?

Yes, primary/secondary as well as higher education and further education organizations are eligible to license products through EES. Please see the Qualified Educational User definition for a complete description of who is eligible to license through this program.

### What products can I get through my EES?

You can license the most current versions of most available Microsoft products. Please refer to the Microsoft Volume Licensing Product List to see the available products. You can choose as many products as you like. (Minimum order requirements apply.)

### Can I add products during my licensed period?

Yes. You can add products to your coverage during the licensed period by ordering them from your reseller. The license term for your additional products expires when your initial annual licensed product order expires.

*Please note: When customers with the CASA+EES contracts place an additional order, they will be charged a pro-rated price based on the number of months remaining in the annual term, with a minimum price of 50 percent of the full annual per-product price. For instance, if you order a product at month three, you will pay for nine months (.75 x the annual per-product price). If you order a product at month nine, you will pay for six months (.5 x the annual per-product price). Pro-ration is not available under the OVS-ES contract, therefore customers with the OVS-ES contract will be charged the full annual per product price when placing additional order mid-term.*

### Can I add Online Services during my licensed period?

Yes. You can add Online Services to your coverage during the licensed period by ordering them from your reseller. Microsoft Online Services are available for licensing through your EES. All Microsoft Online Services licensed through the EES have the same expiration date as the EES. When adding Online Services mid-term, the User Subscription License (USL) is pro-rated to the month. The minimum term length for the services is one month. Placeholder note here pending re: pro-ration of OLS in OVS-ES.

### What is the pricing for EES?

Pricing for desktop platform products is tiered and depends on the number of FTE employees within your organization. Additional desktop applications, CALs, Online Services, and Server products are priced individually. For exact pricing, please contact a [reseller in your region](#).

### How do I count Full-Time Equivalent employees?

Calculate your FTE employees using the following formula:

$$\begin{array}{|c|} \hline \text{Full-time} \\ \text{faculty} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Part-} \\ \text{time} \\ \text{faculty} \div \\ 3 \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Full-time} \\ \text{staff} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Part-} \\ \text{time} \\ \text{staff} \div 2 \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Total} \\ \text{faculty/st} \\ \text{aff FTE} \\ \hline \end{array}$$

You can exclude employees who are non-desktop PC users, such as maintenance or food service staff.

*Please note: If you are outside the United States, the method for counting FTE employees may differ. Please contact your local reseller for details.*

**Can I have a subscription for servers or Online Services only?**

No. You must also license at least one desktop platform product organization-wide.

**What are “desktop platform products”?**

The EES desktop platform\* products are as follows:

- Windows® 7 Enterprise upgrade
- Microsoft Office Professional Plus 2010
- Microsoft Core CAL Suite\*\* (Includes Windows Server Standard CAL, Exchange Server Standard CAL, SharePoint® Server Standard CAL, and System Center Configuration Manager CAL)
- Microsoft Enterprise CAL Suite\*\* (Includes all Core CAL Suite components plus Active Directory® Rights Management Services CAL, Exchange Server Enterprise CAL, SharePoint Server Enterprise CAL, Microsoft Lync Server Standard CAL, Microsoft Lync Server Enterprise CAL, System Center Client Management Suite\*\*\* CAL, Forefront® Protection Suite CAL, and Forefront Unified Access Gateway\*\*\* CAL)
- Education Desktop with the Core CAL Suite
- Education Desktop with Enterprise CAL Suite

*\*The products listed may be replaced by successor products, which in-turn will also be considered desktop platform products.*

*\*\*Individual CAL Suite components must be ordered organization-wide, but are not desktop platform products.*

*\*\*\*Suite additions currently planned and would be available with active Software Assurance coverage on or after the products become available for purchase in Volume Licensing. Because Microsoft must be able to respond to changing market conditions, these plans are subject to change at any time.*

You may select individual EES desktop platform products to license organization-wide, or you may license an EES Education Desktop platform suite, which combines your Windows upgrade, Office, and CAL Suite licenses into one convenient SKU at a price that offers savings when compared to the cost of licensing those products individually.

The EES Education Desktop platform suites include:

PROFESSIONAL DESKTOP PLATFORM	ENTERPRISE DESKTOP PLATFORM SUITE
Windows 7 Enterprise upgrade	Windows 7 Enterprise upgrade
Microsoft Office Professional Plus 2010	Microsoft Office Professional Plus 2010
Microsoft Core CAL Suite	Microsoft Enterprise CAL Suite

You can also acquire the Microsoft Desktop Optimization Pack (MDOP) for Software Assurance as part of your Education Desktop suite, making it easier for you to license MDOP that is consistent with the acquisition of the rest of your platform selection.

### What are “additional products”?

“Additional products” are non-desktop platform products. Examples of “additional products” include: desktop application products such as Microsoft Office Visio®, Office Project, and Microsoft Math; Online Services, and certain CALs. Certain “additional products” are also available to license organization-wide if you choose. Please see the Product List for a list of additional products available for organization-wide licensing.

### What if my FTE faculty and staff or FTE student count changes during my licensed period?

For products you have licensed organization-wide, if your faculty and staff or student FTE count changes during the course of your licensed period, all users remain licensed at no additional charge. Include your new FTE count when you submit your next annual order.

### How does Student Option work?

By including the Student Option in your EES, you can license selected products and services for use on your students’ personally-owned devices or on organization-owned devices that are individually assigned to a student’s exclusive use (for example, a laptop checked out to a student for the school year).

### Is there a minimum requirement for the Student Option?

Yes, the minimum requirements are:

1. An organization-wide count of five (5) or more FTE students.
2. License at least one desktop platform product for the organization-wide FTE student count.

### Can I have a subscription for students only?

Yes, provided that you have a minimum of 5 FTE students and order at least one desktop platform product.

### Can I license just a department of students for the Student Option?

Yes. Like with the faculty/staff subscription, you may define your “organization” as:

- Your entire Institution including all of its affiliates, departments and school locations
- Your Institution only (including all of its departments and school locations, but not including any affiliates)
- Your Institution plus named affiliates, departments, school locations, and/or clearly defined user groups.
- A selected list of departments, school locations, and/or clearly defined user groups, if your Institution is a school without departments or school locations.

### Do I have to license the same products for my students, staff, and faculty?

No. The licensed products you select for students do not have to match your faculty and staff selections.

### Can I charge the cost of the Student Option to the students?

Some organizations choose to recover costs by charging the cost of Student Option to students. Some schools include this cost as part of the student technology fee, enrollment fee, or entrance fee. This is completely up to your organization’s discretion and any applicable laws.



## Can my organization enter into an EES for faculty and staff and then later add the Student Option?

Yes.

## How can I distribute licensed products to students?

You may distribute media to students using the following methods only:

*Please note: Most products, including Windows 7 and Office 2010, require activation. For those products, you may use option 1 or 2 below, which utilize non-volume licensing media and activation keys. You may NOT distribute volume licensing media and volume license keys (VLKs) for products that require activation to students. For a complete list of products that require activation, see [www.microsoft.com/licensing/resources/vol/default.aspx](http://www.microsoft.com/licensing/resources/vol/default.aspx).*

For All Products (including those that require activation):

1. Utilize the Electronic Software Distribution option offered by Microsoft's authorized Digital Distribution Service Provider (DDSP). The DDSP will set-up a web store for you or your reseller to facilitate the delivery of software and any keys necessary for activating individual products to your students. (You can also use this facility to distribute software to faculty and staff for Work at Home rights.) For more information, contact your reseller.
2. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized user. You must purchase these CDs or disk sets (known as "student media") from your reseller in minimum quantities of five (5) per title up to the number of licensed users. You may not replicate media for student use. For a list of products for which CDs or disk sets are currently available, please [contact](#) your reseller.

For Products that Do Not Require Activation:

1. Allow controlled download from your secure network server(s) or other storage device(s) using Volume Licensing media that you acquired from a Microsoft-approved fulfillment source for installation on your institution devices (i.e., Welcome CD Kit media, VLSC).
2. Have students bring in their devices for manual installation by you at a central location that you control using Volume Licensing media acquired from a Microsoft-approved fulfillment source.
3. Use a system of controlled short-term checkout of applicable Volume Licensing media (acquired from a Microsoft-approved fulfillment source) solely for purposes of individual user installation.

## What if I have fewer FTE employees than the total number of devices in my organization? Which number will I be licensed for under my EES?

With the EES, you need to report the number of FTE employees. This number is used as a proxy to cover all the devices (e.g., desktop PC labs or open library). As long as you have enrolled all your FTE employees, all the devices are covered. Note that your FTE employee count does not cover product use on student-owned devices or organization-owned devices that are assigned to individual students.

### When students graduate, can they keep the licensed product on their own devices?

Upon graduation, graduate students licensed under the Student Option may be granted perpetual use rights for the current version of the licensed products as of graduation. "Graduate" means a student has completed (i) a grade or a level in a school or an educational institution that qualifies the student for enrollment into college or university or (ii) a diploma or degree from college or university. To transfer perpetual use rights, you must provide each Graduate with a license agreement and must secure from the Graduate his or her acceptance of the terms of the license agreement. Upon acceptance of the license agreement, the Graduate's right to run the Products identified in the license confirmation becomes perpetual. These rights do not apply to access licenses, including CALs, or to Online Services.

### How are lab devices covered under the EES?

Lab devices are licensed to run the products licensed organization-wide if they are owned by the organization that enters into the EES and are not assigned to an individual student.

### Can the faculty and staff licensed under EES use the licensed product at home?

Yes. For no additional license cost, you can take advantage of faculty and staff Work At Home (WAH) rights for any of the application, system, and CAL products you order for organization use. With these rights, the primary user of a campus device can use the licensed product on a home device for work purposes only. Distribution options for work at home are similar to the options detailed above for Student Option.

Also, you can take advantage of the Home Use Program (HUP), a benefit of the Microsoft Software Assurance coverage included with the subscription. With HUP, your faculty and staff members can get Microsoft Office system software to use on their home devices for both work and personal use at a nominal cost. Providing the HUP licensed product is easy for your organization. Once your Software Assurance benefits administrator activates the benefit, individual faculty and staff members can order and pay for shipping of their licensed product online. Employees can now also download their HUP software electronically. This reduces deployment costs and import duties, and is a "green" alternative.

*Please note: You are not permitted to provide licensed product with the same title to any individual faculty or staff member using both HUP and WAH.*

For personal use, faculty and staff are also eligible to acquire specially priced Academic Edition full packaged products in geographies where this product is available.

### How can my organization distribute licensed product to faculty and staff?

Organizations that purchase subscription licenses using the EES can distribute the licensed product to faculty and staff for installation on covered organization devices using the methods below. You must acquire all installation media from a Microsoft-approved fulfillment source.

1. Load the licensed product on a secured site and have eligible faculty and staff download the licensed product to machines that they manage.



2. Have faculty and staff bring their devices that they manage to a central location designated by the university and download from the campus network or CDs.
3. Set up a library checkout system for CDs for faculty and staff.
4. Replicate CDs for faculty and staff.
5. Purchase individual CDs to distribute to your faculty and staff. You can obtain CD pricing information from your reseller.

You may distribute media to faculty and staff for WAH use using the following methods only:

*Please note: Most products, including Windows 7 and Office Professional Plus 2010, require activation. For those products, you may use option 1 or 2 below, which utilize non-volume licensing media and activation keys. You may NOT distribute volume licensing media and volume license keys (VLKs) for products that require activation to users for WAH use. For a complete list of products that require activation, see [www.microsoft.com/licensing/resources/vol/default.aspx](http://www.microsoft.com/licensing/resources/vol/default.aspx).*

For All Products (including those that require activation):

1. Utilize the Electronic Software Distribution option offered by Microsoft's authorized Digital Distribution Service Provider (DDSP). The DDSP will set-up a web store for you or your reseller to facilitate the delivery of software and any keys necessary for activating individual products to your faculty/staff for Work at Home. (You can also use this facility to distribute software to eligible students under the Student Option.) For more information, contact your reseller.
2. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized user. You must purchase these CDs or disk sets (known as "student media") from your reseller in minimum quantities of five (5) per title up to the number of licensed users. You may not replicate media for Work at Home use. For a list of products for which CDs or disk sets are currently available, please contact your reseller.

For Products that Do Not Require Activation:

1. Allow controlled download from your secure network server(s) or other storage device(s) using Volume Licensing media that you acquired from a Microsoft-approved fulfillment source for installation on your institution devices (i.e., Welcome CD Kit media, VLSC).
2. Have users bring in their devices for manual installation by you at a central location that you control using Volume Licensing media acquired from a Microsoft-approved fulfillment source.
3. Use a system of controlled short-term checkout of applicable Volume Licensing media (acquired from a Microsoft-approved fulfillment source) solely for purposes of individual user installation.

### Can my organization copy the EES licensed product?

Yes. You can make as many copies as you need to distribute the licensed product to your faculty and staff users to install on their campus devices. All copies must be true and complete copies (including copyright and

trademark notices) and must be made from CDs, DVDs, disk sets, or a network source acquired from or made available by a Microsoft-approved source. You may also have a third party make and distribute such copies in your place, but you are responsible for the third party's actions the same way you would be if the third party was your employee. You may not replicate licensed product for students or Work at Home use. Get detailed guidelines [here](#). Student and Work at Home CDs or DVDs are only available by order from your reseller.

### How does my organization get media for the products in the subscription?

The default method for receiving your licensed software is by accessing the software digitally through the VLSC site. This aligns to Microsoft's efforts to reduce our carbon footprint by eliminating the need to produce, package, and store discs.

#### OVS-ES Option

Customers licensing through an AER using the OVS-ES agreement may order physical media for your licensed software through your reseller. The cost of physical media is set by your reseller.

#### CASA+EES Option

##### Digital by Choice

Through the Digital by Choice initiative, customers licensing through the CASA+EES contract option have the option to access your licensed software digitally, instead of receiving physical media. By choosing this option, you help Microsoft in our efforts to reduce our carbon footprint by eliminating the need for discs, packaging, and shipping.

*Please note: This is the default choice for all Volume Licensing programs (with the exception of the Microsoft ISV Royalty Licensing Program and Services Provider License Agreement). If you require physical media, you must complete a media order form. Your registered affiliates may choose their own media delivery preference (digital or physical).*

#### Volume Licensing Product Fulfillment Kits (CASA+EES Option Only)

If you enrolled for 1000 or more FTE employees through a LAR (CASA+EES option) and chose to receive physical media for your licensed software, media kits are customized according to the languages specified on the EES media form. Media is sent at no charge only for the licensed products ordered. The Welcome Kit and Update Kits are automatically provided to the contacts specified on the EES. Use the Product Fulfillment User's Guide Web site to help you manage the media kit. You can access these site features from the Microsoft Volume Licensing Service Center (VLSC) at <https://www.microsoft.com/licensing/servicecenter/>. You may also download the products from VLSC or order additional media via your designated LAR.

### Can I get additional Starter Kits and Update Subscriptions?

Yes. If you are enrolled through the CASA+EES option, you can get additional Starter Kits (called Comprehensive Kits) and Update Subscriptions from your reseller.

### What is the policy for upgrades and downgrades under EES?

You can upgrade to the newest versions of your licensed products or downgrade to use previous versions at any time throughout your subscription period.

### Can I use my EES Windows Upgrade licenses and media for installing Windows on a desktop PC that does not currently have an operating system?

No. To install the Windows upgrade license acquired through EES (or any other Microsoft Volume Licensing program) you must have a fully licensed qualifying operating system already installed on your desktop PC. For example, if you currently run the fully licensed Windows Vista® operating system, your Windows 7 Upgrade license lets you upgrade to the Windows 7 operating system. Please consult the Microsoft Volume Licensing Product List for more information about qualifying operating systems.

If you discover that you have existing PCs that lack the necessary full license for a qualifying operating system, talk to your Microsoft reseller about the Get Genuine Windows Agreement for Academic (GGWA-A). GGWA-A provides a simple, cost-effective way for you to acquire full licenses for Windows 7 Home Premium. These licenses fulfill your requirement for a full qualifying operating system. Once you have acquired the full operating system license, you are then eligible to license those PCs for Windows 7 Enterprise Upgrade through EES. Learn more at [www.microsoft.com/piracy/knowthefacts/LegalizationSolutions.aspx](http://www.microsoft.com/piracy/knowthefacts/LegalizationSolutions.aspx).

### Which languages are available for products licensed through EES?

During the term of your EES subscription, you may run the licensed product in any available language. This includes the right to run the Multi-Language version of Microsoft Office and its corresponding features, such as a global interface and multi-language proofing tools.

### How long is the subscription term?

The length of your EES subscription term depends upon whether you unroll through the OVS-ES option or the CASA+EES option.

OVS-ES OPTION (FOR ORGANIZATIONS WITH FIVE OR MORE FTE EMPLOYEES)	CASA+EES OPTION (FOR ORGANIZATIONS WITH 1000 OR MORE FTE EMPLOYEES)
<p>Under the OVS-ES option, you have the choice of a one-year subscription term or a three-year subscription term.</p> <p><b>One-Year Subscription</b> This option provides you with temporary license coverage for 12 months.</p> <p><b>Three-Year Subscription</b> You also have the option of a three-year subscription term. If you choose the three-year option and comply with the ordering requirements identified below, Microsoft will not increase the per-unit pricing to your distributor above the prices for the initial</p>	<p>Under the CASA+EES option, you have the choice of a one-year subscription term or a three-year subscription term.</p> <p><b>One-Year Subscription</b> This option provides you with temporary license coverage for 12 months.</p> <p><b>Three-Year Subscription</b> You also have the option of a three-year subscription term. If you choose the three-year option and comply with the ordering requirements identified below, Microsoft will not increase the per-unit pricing to your distributor above the prices for the initial</p>

<p>licensed product order for your anniversary orders.</p> <p><i>Please note: Your reseller determines your actual annual pricing. Please discuss pricing details with your reseller.</i></p> <p>By choosing the three-year subscription option, in addition to your initial order, you agree to submit an anniversary order prior to (or on) the first and second anniversaries of the effective date (the date your license coverage begins) of your EES subscription. If you do not submit an order, your EES subscription may be terminated.</p>	<p>licensed product order for your anniversary orders.</p> <p><i>Please note: Your reseller determines your actual annual pricing. Please discuss pricing details with your reseller.</i></p> <p>By choosing the three-year subscription option, in addition to your initial order, you agree to submit an anniversary order prior to (or on) the first and second anniversaries of the effective date (the date your license coverage begins) of your EES subscription. If you do not submit an order, your EES subscription may be terminated.</p>
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### How can I extend or renew my coverage at the end of the subscription term?

Here’s how you can extend or renew your EES subscription:

<p>OVS-ES OPTION                      (FOR ORGANIZATIONS WITH FIVE OR MORE FTE EMPLOYEES)</p>	<p>CASA+EES OPTION                      (FOR ORGANIZATIONS WITH 1000 OR MORE FTE EMPLOYEES)</p>
<p><b>Extending your Coverage</b>                      Your institution can extend the temporary licenses after the initial term for one additional three-year term, after which you must complete a new OVS-ES agreement to continue your coverage.</p> <p>With your extension order, you include an updated FTE employee count, any changes to your product selections and a new FTE student count (if you chose the Student Option on your EES).</p> <p><b>Renewing Your Coverage</b>                      If you have already extended your coverage for one three-year term, or you want to add coverage for only one year (instead of using the three-year extension), you may do so by submitting a new OVS-ES agreement through your Authorized Education Reseller.</p>	<p><b>Extending your Coverage</b>                      If you have a one-year subscription, your institution can extend the temporary licenses after the first year for an additional one year at a time (up to five times) or for one three-year term, after which you must complete a new EES contract to continue your coverage.</p> <p>With your extension order, you include an updated FTE employee count, any changes to your product selections and a new FTE student count (if you chose the Student Option on your EES).</p> <p>If you have a three-year subscription, your institution submits an anniversary order at the end of year one and year two. At the end of year three, you can extend your EES coverage for an additional one year at a time (up to three times) or once for an additional three year term by submitting an extension order through your reseller before the expiration of your initial EES subscription term. With your extension order, you can change orders to reflect a new FTE count, product selection, and/or new FTE student count (if you chose the Student Option on your EES). Extension orders are subject to</p>

	<p>the minimum order requirements of 1,000 FTE and one desktop platform product.</p> <p>If you choose to extend the enrollment, the price level will be reset at the start of the extension term based on your organization-wide count at the time that the extension order is placed.</p> <p><b>Renewing Your Coverage</b> If you have reached the maximum number of EES extensions and you wish to continue your coverage, you may do so by submitting a new one year or three year Enrollment.</p>
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### How can I cancel the subscription?

If you choose not to extend or renew your subscription, you have the following options at the end of your licensed period:

#### **1) Purchase perpetual licenses using the Buy-out option.**

If you have had three years or more of coverage, you may purchase perpetual licenses for the products and quantities you want to continue using by acquiring discounted "buy-out" licenses offered under the program.

When exercising the Buy-out option, the following limitations apply:

- You may purchase perpetual licenses through the Buy-out option only for the product(s) covered under your EES.
- The buy-out option is not available for products licensed under the Student Option.
- Devices that were not covered by the subscription cannot be included. For example, if the corresponding subscription is limited to a particular department, perpetual licenses cannot be purchased through the Buy-out option for devices outside of that department.
- You may only exercise the Buy-out option prior to the expiration of your subscription term.
- For products licensed organization-wide, the buy-out quantity shall be at least equal to the Organization-wide Count but shall not exceed the total quantity of devices covered by EES on the date of the buy-out order. For example, during subscription term if you have ordered licenses for 1,000 FTEs and have run software on 1,100 devices, during the buy-out you must purchase at least 1,000 but no more than 1,100 perpetual licenses per applicable product through the Buy-out option.
- For additional products that you have licensed non-organization wide, you must acquire perpetual licenses in the lowest total quantity of copies ordered during any of the three 12 month periods immediately preceding expiration of the Enrollment.

- If you have fewer than three years of EES coverage and want to migrate to perpetual licenses, you may acquire the licenses you need through the Microsoft Volume Licensing Open for Academic or Select Plus for Academic programs.

### **2) Remove the software**

If you do not submit an extension order (one-year option) or anniversary order (three-year option), sign a new EES, or exercise the Buy-out option, you are required to remove all products from every device, and your institution must revert to using the product that you had licenses for prior to the start of your EES.

### **3) Combination**

You may choose a combination of the choices listed above.

For example, you want an additional 12 months of EES coverage for Windows Upgrade, perpetual licenses for Visual Studio, and you no longer want to use any of the other products covered under your current enrollment. To obtain this, you can submit a new order for Windows Upgrade, purchase perpetual licenses for Visual Studio using the Buy-out option, and remove the remaining products from all devices.

### **Why do all Microsoft communications and online tools refer to my organization as an “Open Value Subscription” or “Campus” customer?**

The Enrollment for Education Solutions is a single subscription offer that defines how organizations may acquire and use Microsoft software and services. Within this offer depending on the size of the organization, there are two contracts used to subscribe to the licensing coverage. For organizations that subscribe through an AER using the OVS-ES option; EES coverage is provided through the Open Value Subscription for Education Solutions agreement, and you are referred to as an “Open Value Subscription” customer in Microsoft communications and tools. For organizations with 1000 or more FTE employees that purchase through a LAR using the Campus and School Agreement + EES enrollment, (CASA+EES option), you are referred to as “Campus Program” customers in Microsoft communications and online tools.

### **Is technical support included with the EES?**

Your EES does not include technical support. However, there are several technical support options designed by Microsoft to meet the special needs of academic customers. For more information, visit the Microsoft support Web site or call our support sales team toll-free at (800) 936-3200.

As part of the EES, you automatically receive Software Assurance and are eligible for various resources to help you deploy and use your licensed product, such as Microsoft TechNet, E-Learning, and more. For details, visit the Software Assurance Web site.

### **Do EES customers receive the benefits of Software Assurance?**

Yes. Software Assurance is included with your EES coverage, which entitles you to product upgrades during the subscription term, resources and tools such as Home Use Program, TechNet, and E-Learning courses. For details, visit the Software Assurance Web site or consult the Microsoft Volume Licensing Product List.



### Where can I find more information about EES?

You can find detailed information about EES in the EES Program Guide. You'll also find a wealth of information on [www.microsoft.com/licensing](http://www.microsoft.com/licensing).

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