



Enrollment for Education Solutions

VOLUME LICENSING GUIDE



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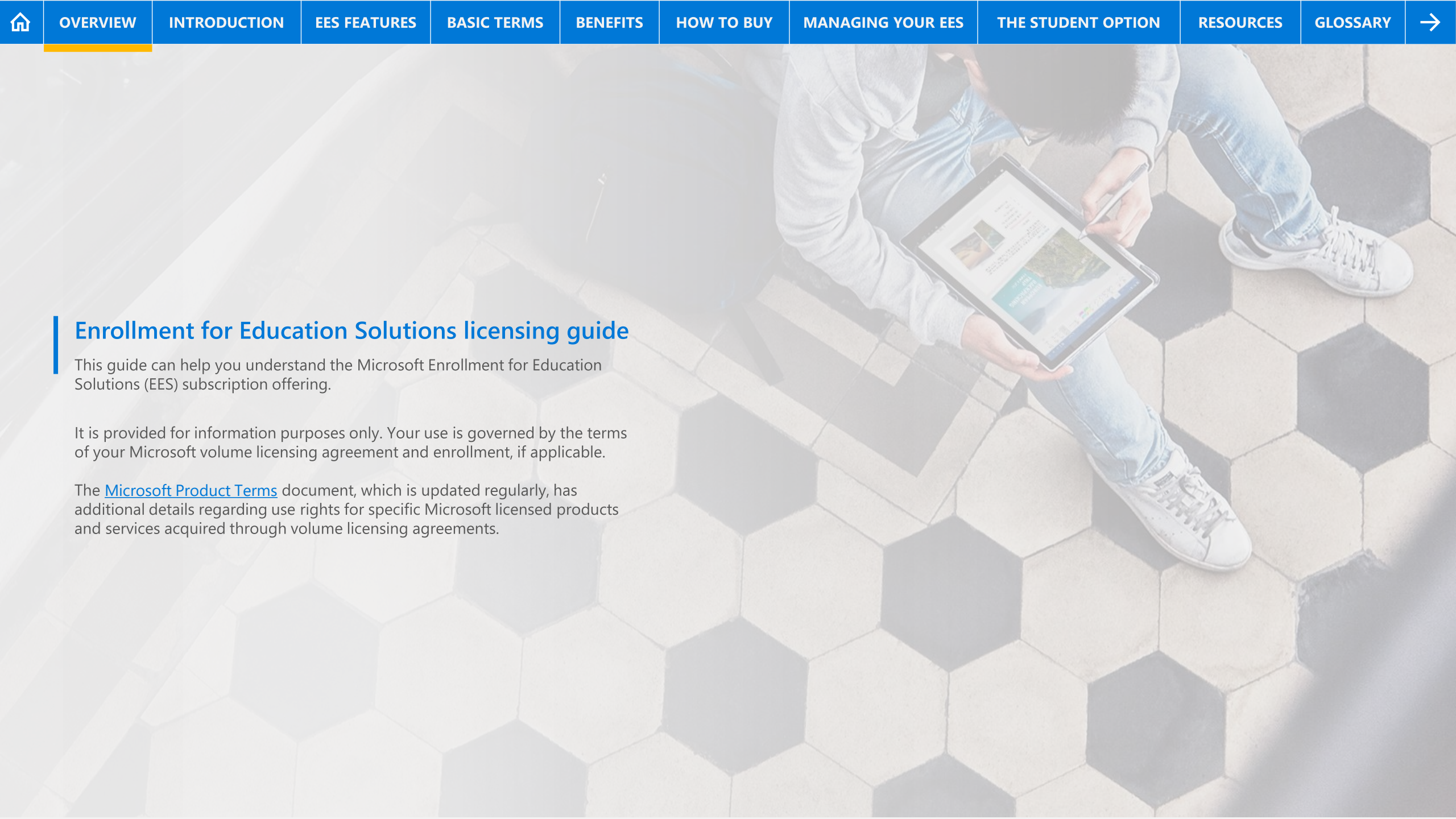
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Enrollment for Education Solutions licensing guide

This guide can help you understand the Microsoft Enrollment for Education Solutions (EES) subscription offering.

It is provided for information purposes only. Your use is governed by the terms of your Microsoft volume licensing agreement and enrollment, if applicable.

The [Microsoft Product Terms](#) document, which is updated regularly, has additional details regarding use rights for specific Microsoft licensed products and services acquired through volume licensing agreements.



Introduction

For education customers that license products in greater quantity and manage software across multiple devices, Microsoft volume licensing agreements can provide the most cost-effective way to acquire licenses. **The Enrollment for Education Solutions** (EES) provides subscription licensing for primary/secondary and higher education institutions with over 1,000 users. EES offers the simplicity of licensing Education Platform Products organization-wide through an annual count of users (known as “Knowledge Workers”) instead of PCs/devices and the flexibility to order additional products in any quantity. EES provides assured coverage for Education Platform Products through one annual count of Knowledge Workers, the ability to add additional products as needed, free licensing options, and student use benefits for popular products.

The Campus and School Agreement and the Enrollment for Education Solutions is for organizations with a minimum of 1,000 Knowledge Workers or students. The EES is acquired through a Licensing Solution Provider (LSP) by signing the Campus and School Agreement and the Enrollment for Education Solutions (CASA+EES).

For information on other licensing options for academic institutions, see <http://www.microsoft.com/licensing>.

EES offers participating institutions the following benefits:

Broader access: Access the full suite of products and services that can help you expand your effectiveness in educating students and supporting faculty and staff.

Direct technology spending: By counting only the Knowledge Workers that need full access to the products, you accurately license faculty, staff, and volunteers for the full suite of Microsoft cloud services and products they need.

Free web access for light users: Light users have free¹ access to Office 365 A1, plus the ability to subscribe to Microsoft cloud services or on-premises products as needed.

Productivity tools and benefits: Push the boundaries of the classroom with tools that help students and faculty interact and innovate with each other and those beyond the classroom environment.

Easy compliance: Education Platform Products are licensed per user, making it easy to account for your Knowledge Workers and ensure they get the coverage they need.

Customized solutions: Easily add licenses for Additional Products organization-wide, department-wide, or for individual licenses at any time during your subscription term so you can deliver the right mix of technology and services to your faculty, staff, and students.

Student use benefit: When you license certain products organization-wide, you qualify for corresponding subscription licenses for your students at no additional cost. The student use benefits are explained in the [Product Terms](#).

Low administration: Subscription and per user licensing eliminates the need to track licenses for the selected Education Platform Products on every device, which helps your IT staff to be more productive because they no longer have to track multiple licenses across the organization.

Acquiring licenses

A Microsoft Licensing Solution Provider (LSP) can help organizations with 1,000 or more FTE employees or students and organizations ordering at least one Education Platform Product for 1,000 or more users.

These resellers are authorized to sell Microsoft academic edition products and volume licenses to qualified education users. To participate in EES or any of our other academic Volume Licensing agreements, or to obtain current pricing, please contact an LSP.

Visit your [regional Microsoft Volume Licensing website](#).

¹ No license fee; does not include deployment or support costs associated with the service.

EES Features

Easy compliance and administration

Although you report a user count when submitting your annual order, all institution-owned or leased devices are licensed to run all products you choose to license organization-wide, during the subscription year, and you may increase or reduce your count at the agreement’s anniversary and pay for any increase at that time for on-premises products. You can add users for Online Services at any time and pay a pro-rated amount for the full months remaining until anniversary.

Your students can also use the licensed product on institution-owned or leased devices located in classrooms or open access labs within your defined organization. To license your students to run products on a device the student either personally owns or is institution-owned and is assigned to an individual student for their exclusive use, you can enroll in the Student Option (see [The Student Option](#)).

NEW Microsoft 365 Education offers

Introducing two new Microsoft cloud suite offers for education, currently only available through the Enrollment for Education Solutions. Microsoft has combined Office 365, Windows 10 upgrade, and Enterprise Mobility + Security (EMS), and added some education-specific products like Minecraft: Education Edition and other tools. The Microsoft 365 suites include the following:

Microsoft 365 plan A3

Windows 10 Education A3

Microsoft Office 365 A3

EMS E3

Minecraft: Education Edition

Microsoft 365 plan A5

Windows 10 Education A5

Microsoft Office 365 A5

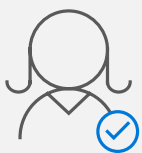
EMS E5

Minecraft: Education Edition

Both plans include rights to on-premises versions of the licensed products, as well as the server and Client Access License (CAL) benefits that were included in the Education Desktop. The Microsoft 365 Education suites offer savings when compared to the cost of licensing the products individually. You can select individual EES Education Platform Products to license organization-wide or you can license an EES Education Platform Product Suite.

Getting started with EES

To get started with EES, you must first meet the minimum order requirements, then you have the option to acquire additional software and services for your employees and students.



Minimum requirements

To qualify for the EES, you must:

1. Have an organization-wide count of 1,000 or more Knowledge Workers or students. A Knowledge Worker is defined as “any employee (including a student employee), contractor, or volunteer who uses a product or qualified device for the benefit of the institution or within the user’s relationship with the Institution.”
2. License at least one Education Platform Product for the organization-wide count defined in your enrollment or agreement.



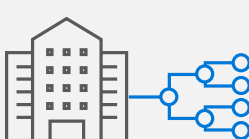
Qualifying for EES with Education Platform Products

EES offers you access to Microsoft online services with the Education Platform Products*. You can qualify for EES with the Microsoft 365 A3 or A5 suites or their individual components organization-wide. The qualifying EES Education Platform Products are as follows:

- Windows 10 A3 or A5
- Microsoft Office 365 A3 or A5
- Microsoft Enterprise Mobility + Security E3 or E5
- Microsoft Office 365 ProPlus

**The products listed may be replaced by successor products, which in turn will also be considered Education Platform Products.*

For Education Platform Products and certain additional products available to be licensed organization-wide, when a product is licensed organization-wide (in a quantity equal to the total number of Knowledge Workers), all users within the organization are fully licensed to use that product in accordance with the [Product Terms](#).



Defining your organization

Licenses for Education Platform Products and certain additional products require organization-wide coverage.

Your organization may be defined as:

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

The above are general descriptions; refer to your contract documents for legal definitions for defining your organization.

Special use rights

Student use benefit

When you license certain products for all your organization-wide count (e.g. all Knowledge Workers), you are eligible for corresponding subscription licenses for students within the same defined organization at no additional charge. To receive this benefit for Office 365 ProPlus and Microsoft Intune for Education, order the no-cost licenses. Windows 10 Education Upgrade will be available for students for download through the student use benefit. To learn more about Windows 10 Education and the student use benefit, visit <http://aka.ms/w10student>. See the [Product Terms](#) for specific benefit information and how it works.

The following is an example of products that qualify for the student use benefit. See the [Product Terms](#) for information on all student use benefits.

Buy org-wide faculty/staff licenses for:

Windows 10 Education A3 or A5
Microsoft Office 365 A3 or A5
Microsoft Enterprise Mobility + Security E3 or E5
Azure Active Directory Premium (AADP) Plan 1
Intune / Intune for Education

Get no-cost student licenses for:

Windows 10 Education A3
Office 365 ProPlus • Office Advanced Security Management • Advanced Threat Protection
Microsoft Intune for Education / Intune • AADP Plan 1 (with E3) or 2 (with E5) • Advanced Threat Analytics
Azure Active Directory Premium Plan 1
Intune / Intune for Education

Depending on the product you acquire, you will get one student license for every fifteen or every forty licenses purchased for Knowledge Workers. Typically, suites (for example, Microsoft 365 A3) offer one student license for every forty Knowledge Worker licenses, while individual products (for example, Office 365 A3) offer one student license for every fifteen Knowledge Worker licenses.

Multi-language rights

During the term of the subscription, you are granted the right to 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.

Upgrade/downgrade rights

You may run the latest on-premises versions of the corresponding licensed online services included in your subscription coverage (for example, Office Professional Plus instead of Office 365) that are released during the licensed term. Additionally, you may run one previous version (the previously released version) of the on-premises licensed product in place of the current version included in your subscription coverage. You may run any new versions of the licensed products included in your subscription coverage that are released during the licensed term. These upgrade and downgrade rights also apply to the individual components of the licensed product.

Product evaluation rights

During the term of your subscription, you can use products for trial purposes. The evaluation bits for certain on-premises software are available for download from the [Volume Licensing Service Center](#), or through the [Microsoft Online Subscription Program](#) portal for online services. You have 60 days to evaluate the on-premises product, after which you can place a license order or uninstall the software. Certain online services offer a 30-day trial via the [Microsoft Online Subscription Program](#) portal.

Note: To transfer account information from your trial to a paid subscription, you must use the same Microsoft account ID for the trial account as the subscription account.

Special use rights

Additional academic licensing benefits

Microsoft Imagine

With an EES subscription, your institution is eligible to receive an organization-wide, free online subscription of Microsoft Imagine (formerly DreamSpark) Standard for instructional use by your teachers and students in your classrooms and labs. Microsoft Imagine enables you to outfit your labs with the latest Microsoft developer, design, and server tools to support personal or in-class learning for your students and educators.

Microsoft Imagine Premium is also available for departments that teach Science, Technology, Engineering, or Math (STEM Departments). Microsoft Imagine Premium makes available additional premium design, development, and server tools software as well as additional Microsoft Office applications and Windows client solely for instructional use inside the STEM Departments. Microsoft Imagine Premium is not available for use institution-wide and additional terms and restrictions apply that are found in the [Microsoft Imagine Premium use rights](#).

Software acquired through the Microsoft Imagine Standard subscriptions may be used for instructional purposes only and may not be used for commercial purposes or for institution’s production use.

Information about how to activate your free [Microsoft Imagine](#) memberships will be included in your EES welcome letter which you will receive when your enrollment is processed.

While Microsoft provides the complimentary membership to customers with an EES subscription, the Microsoft Imagine Standard and Microsoft Imagine Premium membership is separate from the EES subscription. The software licenses provided through the Microsoft Imagine membership carry certain restrictions that EES subscription licenses do not.

Microsoft Imagine Academy

The Microsoft Imagine Academy is an annual subscription-based program designed for accredited academic institutions worldwide to help students realize their skills and career potential through relevant, high-quality and latest technology training resources. With these resources, educators can prepare their students to enter the workforce with skills that are in demand by employers. Imagine Academy resources are flexible, and easy to integrate into new or existing curricula. And, with today’s tighter budgets, they help schools keep pace with technology and save money.

The Imagine Academy membership is available through the EES offering as a Services Subscription License (SSL). The SSL can be acquired to license the entire institution or department. The Imagine Academy membership has the same expiration date as the EES subscription under which it is licensed. When adding Imagine Academy mid-term, the SSL is pro-rated to the month.

See <http://www.microsoft.com/en-us/education/imagine-academy/default.aspx> for more information.

How to buy

If your organization has 1,000 or more Knowledge Workers or students or you are licensing at least one Education Platform Product for at least 1,000 users, you can subscribe to the EES offer through a Microsoft Licensing Solution Provider (LSP). A student count (if you include the Student Option) of 1,000 or more also fulfills this minimum requirement.

See [The Student Option](#) for more information.

Working with an LSP, you will complete and sign the following documents:

Campus and School Agreement (CASA)

The EES is an enrollment under the CASA master agreement. This agreement contains an overview of the agreement and general terms and conditions, plus details on such topics as distributing software to licensed users. The CASA has no expiration date. After 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 CASA, you do not need to sign a new CASA; you only need to sign the new EES form, which will replace your previous Enrollment.

Enrollment for Education Solutions

The Enrollment for Education Solutions form provides an overview of the enrollment, it includes additional agreement 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 Knowledge Worker count that you will cover in the first annual order.

Find a partner at <https://www.mepn.com/MEPN/AEPSearch.aspx>.
or refer to your [regional Microsoft Volume Licensing website](#).

Note: You will be a “Campus” agreement 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.



Ordering Additional Products

Additional Orders

Whether you choose the one-year or three-year option, you can place orders with your reseller at any time during the year after your initial order.

When placing an additional order for cloud services through your Licensing Solution Provider, you will be charged a prorated price based on the number of months remaining in your EES term, with a minimum price of one month's subscription.

Additional software and cloud services

A broad selection of cloud services and software are available as Additional Products under the EES. Your organization can license Additional Products for any quantity specified, ranging from one license to the entire organization-wide count.

Examples of cloud services include Microsoft Exchange Online and Microsoft SharePoint Online. You can see a complete list of Additional Products in the [Product Terms](#) document. Examples of software products available as additional products include Microsoft Visio, Microsoft Project, Windows Server, and Exchange Server. Examples of CALs available as additional products include the Microsoft SQL Server database software CALs and Microsoft Dynamics CRM CALs.

When you license Additional Products organization-wide, the software or service can be deployed on any institution-owned or leased device, including the institution's labs, and can be used by any faculty, staff, or student belonging to the institution. Student-owned devices and organization-owned devices that are assigned to an individual student are not covered by the organization-wide count.

If you choose to license a specific number of copies of the software:

Desktop application licenses are device-based

Meaning for each license you acquire, you can only run the software on one device in accordance with the [Product Terms](#) for the specific product.

CALs are device or user-based

Meaning you can choose whether to license a device (which can be used by multiple users under a single CAL) or a user (who can use multiple devices under a single CAL).

CALs licensed organization-wide

CALs licensed organization-wide may be assigned as User and/or Device CALs. For each CAL licensed organization-wide, you may assign it as Device CAL to each institution Qualified Desktop and as a User CAL to each Knowledge Worker. All CALs that are included in the Core CAL Suite or in the Enterprise CAL Suite (for example, Windows Server CAL, SharePoint CAL, or Exchange CAL) must be licensed organization-wide and therefore may be assigned to a user and/or a device.

CALs licensed non-organization-wide

CALs that are not licensed organization-wide (for example, SQL Server CAL or Microsoft Dynamics CRM CAL) may be assigned as either a Device CAL or a User CAL, in accordance with the [Product Terms](#). Each Device CAL permits one device, used by any user, to access instances of the server software on your licensed servers. Each User CAL permits one user, using any device, to access instances of the server software on your licensed servers. You may use a combination of Device and User CALs.

Server products

When you license server products, you license a specific number of copies and you can use the software in accordance with the [Product Terms](#) for the specific product.

Managing and deploying products

Deploying your EES licensed products

Agreement and order confirmation

When your enrollment has been processed and activated, you will receive an acceptance letter from Microsoft.

Note: You will be referred to and identified as a "Campus" (CASA+EES) customer in all communications from Microsoft. The acceptance letter will include the effective start and end dates of your licensed period, confirmation of your distributor and reseller, and the promotion code for activating your complimentary Microsoft Imagine membership.

With your acceptance letter, you will also receive your Campus and School Agreement and Enrollment for Education Solutions numbers. These numbers are very important because they are required to place orders with your reseller. You must place all orders with the reseller listed on your acceptance letter. If you want to change your reseller, see [Changing Your Reseller](#) in this guide.

Once an order has been processed, you will receive an email confirming your order with details such as cloud services and on-premises products ordered and agreement details in a summary table, and Microsoft will publish order confirmation information to the Microsoft Volume Licensing Service Center (VLSC). The VLSC is the specific location for Microsoft Volume Licensing customers to view their licensing information, download licensed software, find the appropriate product keys, and view a Software Assurance summary. You will need a Microsoft work or school account to access the VLSC.

In the VLSC, customers can also view or manage Microsoft Subscriptions, including MSDN Subscriptions, TechNet Subscriptions, and Expression Subscriptions from the [VLSC](#). Microsoft cloud services are managed in the Microsoft online services portal.

When you accept your EES subscription order, the contact you identified will have access to the VLSC. Your order confirmation will also include any required Volume License Product Keys, part numbers for your licensed products, product descriptions, and quantities for the products you have ordered.

You can find detailed product information, including system requirements, in the [Product Terms](#).

Note: When you access tools such as VLSC, your EES information will be listed under the "Campus" agreement (CASA+EES Option).

Software Assurance benefits

Software Assurance is a comprehensive maintenance offering that includes a broad range of benefits to help you get the most out of your on-premises software license purchases.

Software Assurance is not available on online services.

To get the most from Software Assurance, we recommend that you assign responsibility to a Benefits Administrator who will manage your benefits and track benefits consumption at the [VLSC](#). Information on how to access the VLSC and how to receive and manage these benefits is sent to all Software Assurance customers. You can designate a specific person as your Software Assurance benefits administrator on your EES order.

[Find additional information about Software Assurance](#) or learn more about specific product benefits in the [Microsoft Volume Licensing Product Terms](#) document.

If you need help using the VLSC, please contact the Support Center at [1-866-230-0560](tel:1-866-230-0560) or mvlshelpa@msdirectservices.com (United States and Canada only).

Worldwide VLSC Support Center contact information is available on the VLSC site.

Extending or renewing your EES coverage

Extending Your Coverage

If you have a one-year subscription, your institution can extend the licenses after the first year for an additional 12 month term (up to five times) or for one three-year term, after which you must complete a new EES. With your extension order, you include an updated Knowledge Worker count, any changes to your product selections, and a new student count (if you chose the Student Option on your EES).

If you have a three-year subscription, your institution submits an anniversary order at the end of year one and year two, and anniversary payments are due by the effective date of the enrollment. At the end of years one and two, you can increase or decrease the number of Knowledge Workers in your organization, provided the number does not go below the 1,000-minimum user requirement. At the end of year three, you can extend your EES coverage for an additional one year term (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 Knowledge Worker count, product selection, and/or new student count (if you chose the Student Option on your EES). Extension orders are subject to the same EES minimum requirements as your initial EES.

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 Knowledge Worker count at the time that the extension order is placed.

Renewing your coverage

If you have reached the maximum number of EES extensions and you want to continue your coverage, you can do so by submitting a new one-year or three-year enrollment.



Discontinuing your EES coverage

Discontinuing your coverage

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

1. Purchase perpetual licenses using the Buy-out Option.

If you had three years or more of coverage, you can purchase perpetual licenses in any quantity for any on-premises products you want to continue using by acquiring discounted “buy-out” licenses offered under the agreement.

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

- The Buy-out Option is not available for products licensed under the Student Option or for online services.
- You can purchase perpetual licenses for your on-premises software through the Buy-out Option only for the product(s) covered under your EES enrollment.
- Devices that were not covered by the subscription cannot be included. For example, if the corresponding subscription is limited to a department, perpetual licenses cannot be purchased through the Buy-out Option for devices outside of that department.
- You can 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 the subscription term, if you have ordered licenses for 1,000 Knowledge Workers 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 or agreement.
- If you have fewer than three years of EES coverage and want to migrate to perpetual licenses, you can acquire the licenses you need through the Microsoft Open License for Academic, Microsoft Products and Services Agreement, or Select Plus for Academic volume licensing agreements.

Note: When buying out Windows 10 Education Upgrade licenses, you have the right to the Windows Enterprise edition current Long Term Service Branch (LTSB). See the [Windows 10 Licensing](#) site for details.

2. Remove the software.

If you do not submit an extension order (after a one-year term) or anniversary order (during a three-year term), and do not 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 coverage.

3. Choose a combination.

You can 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.

Online Service expiration or termination

Upon expiration or termination of your Online Service subscription, you may contact Microsoft to do one of the following with your data:

1. Disable your account and then delete the customer data; or
2. Retain your customer data stored in the online service in a limited function account for at least 90 days after expiration or termination of your subscription (the “retention period”) so that you may extract the data.

If you indicate option 1, you will not be able to extract the customer data from your account. If you do not indicate options 1 or 2, we will retain the customer data in accordance with option 2. Following the expiration of the retention period, we will disable your account and delete your customer data. Cached or back-up copies will be purged within 30 days of the end of the retention period.

The online service may not support retention or extraction of software provided by you to run in the online service.

Changing your reseller

Changing your reseller

If you want to change your reseller, you can select a new one. You are responsible for going through the change of reseller process. To do so, complete, sign, and submit a Change of Channel Partner form to Microsoft. Detailed instructions are included on the form.

You can download the form for your region and language from the [VLSC](#).



The Student Option

The EES Student Option provides a convenient and cost-effective way for you to license selected software and services for use by your students on a personally owned device or an institution-owned device assigned to the student’s exclusive use (for example, a device checked out to a student for the school year). If you choose the three-year subscription, each anniversary order must include at least a minimum of 1,000 student users per the program minimum.

Getting started with the Student Option

To get started with EES Student Option, you license at least one Education Platform Product for an organization-wide student count of 1,000 or more. Like with the Knowledge Worker subscription, you can define your “organization” for purposes of the Student Option as students within:

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

The above are general descriptions; refer to your contract documents for legal definitions for defining your organization.



The Student Option

Products for students

Education Platform Products for students

As with your faculty and staff, EES offers the convenience of licensing Student Option products based on the number of students in the organization. All Education Platform Products licensed through Student Option require organization-wide coverage. The EES Education Platform Products are as follows:

- Windows 10 Education A3 or A5
- Microsoft Office 365 A3 or A5 or ProPlus
- Microsoft Enterprise Mobility + Security E3 or E5

**The products listed can be replaced by successor products, which in turn will also be considered Education Platform Products.*

You can find detailed product information in the [Product Terms](#).

You can select individual Education Platform Products to license organization-wide for students, or you can license a Microsoft 365 A3 or A5 suite, which combines your Windows Education, Microsoft Office 365, and EMS licenses, plus additional products, into one convenient offer at a price that saves money when compared to the cost of licensing those products individually.

The Microsoft 365 Education suites are:

Microsoft 365 A3	Microsoft 365 A5
Windows 10 A3	Windows 10 A5
Microsoft Office 365 A3	Microsoft Office 365 A5
Microsoft EMS E3	Microsoft EMS E5
Minecraft: Education Edition	Minecraft: Education Edition

Price Levels

Tiered pricing is available for Education Platform Products ordered under the CASA+EES contract option. These levels are as follows:

Student FTE count	Price level
1,000	A
3,000	B
10,000	C
25,000	D

The Student Option

Additional Desktop and CAL products for students

A broad selection of additional products is available under the Student Option. All additional products licensed through the Student Option (at student pricing) must be licensed for the full student count. Please see the [Product Terms](#) for a list of products available through the Student Option (denoted by an "ST" in the product table).

Note: Additional products available at faculty/staff pricing (for example, those products that are not available at student pricing) can also be licensed for students in any quantity and at the published price. Please refer to the [Product Terms](#) for a list of additional products.

1. Paid Online Services

If you want to license students for online services but are not eligible to receive the student use benefit, you have the following options:

- **Order Office 365 ProPlus or Office 365 A3 or A5 for students.** Office 365 ProPlus and Office 365 A3 and A5 are Education Platform Products and must be licensed for all students.
- **Order additional online services for students.** You can order additional Microsoft online services, such as Microsoft Project Online, for students in any quantity.



The Student Option

How to enroll in the Student Option

You can include the Student Option on the same enrollment as your Knowledge Workers. You may qualify for the CASA+EES contract option with a Knowledge Worker minimum count of 1,000 or a student minimum count of 1,000. You may not combine your Knowledge Worker and student counts to meet this program minimum requirement.

Use rights for student licenses

The terms of your license agreement governs your student licensed product use. The [Product Terms](#) provide additional details regarding current use rights for specific Microsoft products acquired through Volume Licensing agreements.

Students are licensed only to use the product during the term of the subscription. These licenses are non-perpetual (meaning the student does not own the license). On leaving the school or expiration of the EES, students are required to remove the licensed product. Your institution is responsible for communicating the appropriate use rights to students when distributing the licensed product.

Guidelines for facilitating compliance are outlined in the EES subscription terms and conditions. Provided that your institution follows these guidelines, you will not be held responsible for students' failure to remove the licensed product.



Additional resources

Locating a Licensing Solution Provider (LSP)

To find an education reseller, click the “Find a partner” button at <https://www.mepn.com/MEPN/AEPSearch.aspx>

Volume Licensing for Education Customers

For a complete list of licensing options for education customers, visit our website at <http://www.microsoft.com/licensing/licensing-options/for-industries.aspx#tab=2> or contact a reseller

Microsoft Education

Learn about Online Services in education, including Office 365, and start a trial subscription at <http://www.microsoft.com/education>

Microsoft Volume Licensing Service Center (VLSC)

Track licenses, access Volume License Keys, download software, and administer Software Assurance benefits at <http://www.microsoft.com/licensing/servicecenter>

Microsoft Imagine

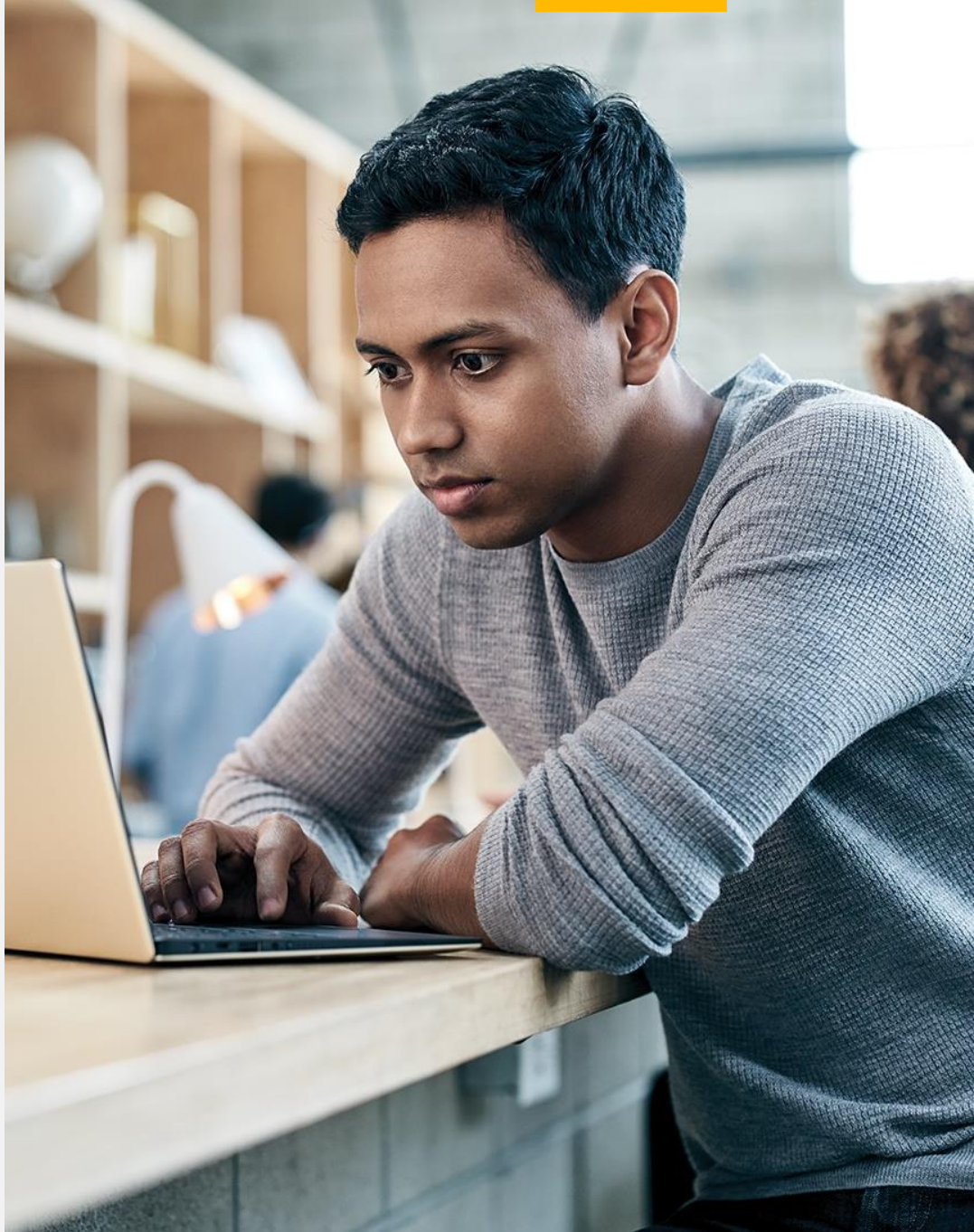
Find information about the Microsoft Imagine program at <https://imagine.microsoft.com/>

Microsoft Imagine Academy

Find out more about the opportunities for students, faculty, and staff through the Microsoft Imagine Academy at <http://www.microsoft.com/en-us/education/imagine-academy/default.aspx>

TechNet

You can find a wealth of how-to details on evaluating, deploying, maintaining, and supporting Microsoft technology at <https://technet.microsoft.com/>



Glossary

Academic Edition (AE)

Microsoft products available for purchase by Qualified Education Users.

Authorized Education Partner (AEP)

Reseller that is authorized to sell licenses for Microsoft Academic Edition products and Volume Licensing agreements.

Buy-Out Option

Option in EES by which customers can stop running products on a subscription basis on expiration of the enrollment and purchase perpetual licenses for products they want to continue using.

CAL (Client Access License)

License permitting the user to access a Microsoft server.

Deploy

Install and use the licensed products as permitted in a license agreement.

Downgrade

Any version of a licensed product that was released prior to the most recent version (for example, Word 2010 is a downgrade of Word 2016).

Education Platform Product

Education Platform Product” means any Product that Microsoft designates as an Education Platform Product in the Product Terms that is chosen by Institution under this Enrollment. Education Platform Products may only be licensed on an Organization-wide basis, or for the full Student Count,

Enrollment for Education Solutions (EES)

The new subscription licensing offering from Microsoft available to qualified education customers with as few as five FTE. Customers with five or more FTE can acquire the EES subscription through an AER by signing the OVS-ES agreement. Customers with 1,000 or more FTE can acquire the EES subscription through a LSP by signing the CASA+EES contracts.

Fulfillment

Process by which media is obtained.

Knowledge Worker

Any employee (including a Student employee), contractor, or volunteer of or for the Institution who uses a Product or Qualified Device for the benefit of the institution or within the user’s relationship with the Institution. This definition does not include users of any Product identified in the Product Terms as excluded from the definition of Knowledge Worker.

Microsoft Imagine

Formerly DreamSpark. Online subscription providing labs with the latest Microsoft developer, design, and server tools to support personal or in-class learning for your students and educators.

Licensing Solution Provider (LSP)

Reseller who is qualified to sell licenses through Microsoft Select Plus, Microsoft Products and Services Agreement, Enterprise Agreement, CASA+EES, or other Microsoft Volume Licensing agreement.

Microsoft work or school account

“Microsoft work or school account” was formerly known as “Windows Live ID.” Your Microsoft account is the combination of an email address and a password that you use to sign in to services like the VLSC, Outlook.com, OneDrive, or XBOX Live.

Non-perpetual License

License granting the rights to run a software product for a limited period of time.

Open License for Academic

Specialized version of the Microsoft Open License agreement through which perpetual licenses can be purchased by academic institutions of any size through a reseller.

Perpetual License

License granting the rights to run a specific version of a product for an unlimited period of time.

Product Terms

Document published monthly that provides information about Microsoft software and Online Services licensed through Microsoft Volume Licensing agreements, including product availability, point or unit values, migration paths, and Software Assurance benefits. It also outlines the rights the customer and its users have to deploy, use, and copy specific Microsoft licensed products.

Qualified Education Users

Customers who are permitted to purchase academic Volume Licensing agreements or Academic Edition products by meeting a set of criteria. Download the Qualified Education User definition for your location to verify eligibility.

Reseller

Third-party vendor that sells Microsoft licenses for Microsoft products, including licenses sold through Microsoft volume licensing agreements.

Software Assurance

Software Assurance is an offering for Microsoft Volume Licensing customers. It provides you with the ability to spread out payments annually and gives you licensed product upgrades, support and tools, and training.

User Subscription License (USL)

Licenses a user to access Microsoft Online Service.

Student Employee

Student of an institution who is employed by the institution in a full- or part-time position.

Student use benefit

The option for Institutions that license a qualifying Product for their Organization-wide Count to license a Product for use by their students at no additional cost. The qualifying Product and the Product eligible for the student use benefit are identified in the Product Entry. Such student licenses may not be counted toward minimum order requirements.

Student Option

Option in EES by which an institution can license its students for use of a selection of licensed products on a personally owned or leased device or an institution-owned or leased device designated for a student’s exclusive use.

Subscription licensing

Licensing agreements that grant the rights to use licensed products for a specified period of time (temporary licenses).

Temporary License

License granting the rights to run a software product for a limited period of time.

Update Subscription

Subscription service through which EES customers automatically receive CDs for new versions of the products included in the Welcome CD Kit and new products.

Upgrade

A more recent version of a product (for example, Windows 10 is an upgrade of Windows 8).

Volume Licensing Service Center (VLSC)

Self-service tool where customers can access and manage their Microsoft software and services licenses, Software Assurance benefits, subscriptions, and product downloads.

