Enrollment for Education Solutions Change of Duration

Extension Request Form

10/17/2018

**To:** Contracting Microsoft Affiliate

**Note:**

1. Institution can request up to five 12-month extensions on an initial 12-month term. Alternatively, it can request one 36-month extension but cannot request both.
2. Institution can request up to three 12-month extensions on an initial 36-month term. Alternatively, it can request one 36 month extension but cannot request both.
3. Extension requests must be received by Microsoft prior to the expiration of the Enrollment.
4. An extension request will mean that an Institution has requested an extension of its Enrollment term and the end date of the Enrollment will be moved out either by 12 months or by 36 months depending on Institution’s choice. For example, if the current enrollment is due at the end of September 30th 2016, a 36 month extension will mean that the enrollment is valid for three additional years from October 1st 2016 – September 30th 2019.
5. If there is any change in the Organization-wide Count and / or Student Count, as applicable, Institution must provide updated counts below to set the price level for the extension term:

|  |  |  |
| --- | --- | --- |
| **Category Licensed** | **Institution’s Selection** | **Organization-wide Count and/or Student Count, as applicable** |
| **1. Faculty and Staff** |  | 2423 |
| **2. Students** |  | 21,000 |

1. Microsoft will confirm via a “Change of Contract Duration” notification when the extension request form has been completed. When the confirmation is received, the reseller can then place the order via MOET.

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| **End Customer Name**  Boone County Schools |
| **Agreement Number**  01C34607 |
| **Enrollment Number**  5811921 |
| **Reseller Name**  SHI International Corp |
| **Requested Extension Period**  X **12 months**  **36 months** |

Please note that this form is not a legal document. Its purpose is to ensure that all necessary contact information is provided to Regional Operating Center to process the request.