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| Access to Microsoft Academic Licensing |

## Background and benefit

Microsoft provides licensing specifically for educational institutions, called Microsoft Academic Licensing or Microsoft Education Plans. Microsoft Academic Licensing provides educational institutions with more affordable and flexible licensing options while ensuring compliance and supporting the unique needs of academic environments. Compared to commercial pricing, Microsoft Academic Licensing offers significant discounts (about 1/6 the price of commercial).

To qualify for Microsoft Academic Licensing, institutions must meet a number of eligibility criteria, contained as part of the [Qualified Education User Definition for New Zealand](https://www.microsoft.com/licensing/docs/documents/download/AcademicQualEdUserDef%28Asia%29NZ%28ENG%29%28Feb2023%29%28CR%29.docx) e.g. being an accredited educational organisation or having a specific educational purpose.

**Note:** The Tertiary Education Commission is working with Microsoft to streamline the process for validating academic eligibility. While we work through this with Microsoft, any PTE’s interested in exploring academic licensing and verifying their academic eligibility, can follow the process below.

Once eligibility is confirmed, you can either buy licensing directly from Microsoft or via a partner (see list of partners [here](https://appsource.microsoft.com/en-nz/marketplace/partner-dir?filter=products%3DMicrosoft365%3Bsort%3D0%3BpageSize%3D18%3BonlyThisCountry%3Dtrue%3Bcountry%3DNZ%3Bradius%3D100%3Blocname%3DNew%2520Zealand%3BlocationNotRequired%3Dtrue)). Licensing via a partner and licensing all staff normally provides additional discounts and inclusion of student use benefits.

There are a number of academic licensing models available depending on your licensing and product requirements. The academic licensing model that best fits your organisation may depend on the size and type of your institution and how you want to acquire Microsoft licenses and cloud services. Comparison table [here](https://download.microsoft.com/download/3/9/0/39090891-52ff-46ec-aa21-57bbe61981aa/Volume_Licensing_Comparison_Academic_and_Partner.pdf).

Microsoft 365 Education Plans, compared to commercial pricing plans, offer significant discounts and can offer a simple and safe experience in a single, affordable solution built for education.

There are [three tiers of M365 Education plans](https://edudownloads.azureedge.net/msdownloads/M365-Education-Infographic.pdf) available which can be licensed through the various academic licensing agreement options available, including directly with Microsoft.

## What you will need to do as an organisation

To get access to Microsoft Academic Licensing, either access Academic Licensing through a Microsoft partner (see list of partners [here](https://appsource.microsoft.com/en-nz/marketplace/partner-dir?filter=products%3DMicrosoft365%3Bsort%3D0%3BpageSize%3D18%3BonlyThisCountry%3Dtrue%3Bcountry%3DNZ%3Bradius%3D100%3Blocname%3DNew%2520Zealand%3BlocationNotRequired%3Dtrue)) or follow the steps below:

Get a Microsoft 365 Education trial subscription. Visit <https://www.microsoft.com/education/products/office>, enter your school email address, and select **Get started**.

Complete the eligibility verification wizard to provide your organisation's domain. Since all PTEs have been pre-approved, you will receive immediate approval of your organisation's eligibility.

You can now buy subscriptions at academic prices. You can also [convert your free trial to a paid subscription](https://learn.microsoft.com/en-us/microsoft-365/commerce/try-or-buy-microsoft-365?view=o365-worldwide). If you want to convert your trial subscription, you must do so before the end of the trial period.

Go to the Microsoft 365 admin center.

If you're using the **Simplified view**, select the **Subscriptions** tab, then select **Add more products.**

If you're using the **Dashboard view**, go to the **Billing** > [Purchase services](https://go.microsoft.com/fwlink/p/?linkid=868433) page.

To view academic offers, select the **Education** tab.

When you find the offer that you want to buy, select it, then select **Buy**.

Complete the checkout process to buy the subscription.

See [Verify eligibility for Microsoft 365 Education subscriptions | Microsoft Learn](https://learn.microsoft.com/en-us/microsoft-365/commerce/subscriptions/verify-academic-eligibility?view=o365-worldwide) for more information.