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Principal: Mr K Duncan

17th January 2013

Dear parents/carers

Microsoft Office Student Option

Due to a change in Microsoft licensing, we can now offer Microsoft Office Professional Plus to students studying at Sidmouth College at a greatly reduced rate.

This option includes upgrade rights, allowing the student to upgrade to the latest version / downgrade to an older version free of charge until 'graduation', by which Microsoft currently mean the end of Year 11. Once you have reached 'graduation', the software is yours to keep. You also have the right to install the software onto a portable device as well as your main computer.

Software assurance is included allowing you to upgrade to the latest version of Office on release! If you would rather use an older version of Office, you are entitled to do so.

Once purchased, you will receive a username and password enabling Office to be downloaded from a website. You will be provided with a unique license key. Access information will be sent to your College email address.

Y7 Students – £45 initial payment covering the first 3 years plus £30 in Year 10 covering the additional 2 years to graduation. Once graduated, and as long as you have paid £75 in total, the software is legally yours to keep and use but you will no longer be eligible for free upgrades).

Y8 Students - £45 initial payment covering the first 3 years plus £15 in Year 11 covering the additional year to graduation. Again, once graduated, and as long as you have paid £60 in total, the software is legally yours to keep and use but you will no longer be eligible for free upgrades).

Y9, Y10, Y11, Y12 and Y13 Students - £45 (covers upgrades until graduation at the end of Y11, Y12 or Y13. At this point, the software is yours to keep with no further payment but you will no longer be eligible for free upgrades).

Please complete the attached slip and return to Sidmouth College along with payment. Please make any cheques payable to Devon County Council. Please ensure that any orders are received by March 1st 2013. All orders will be placed on Monday 4th March.

Yours sincerely
Mr S Wickins
Acting Head of ICT

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MICROSOFT OFFICE STUDENT OPTION

Student Name:

Student Year/Tutor group:

I enclose cash/cheque for £45 (Cheques Payable to Devon County Council)

Signed (Parent/Carer)