



# Microsoft Shape the Future Program

Lowered cost for Windows 10 Pro

Available to K12 schools  
K12: age 4-19

## Requires: Microsoft Letter of Eligibility (LOE)

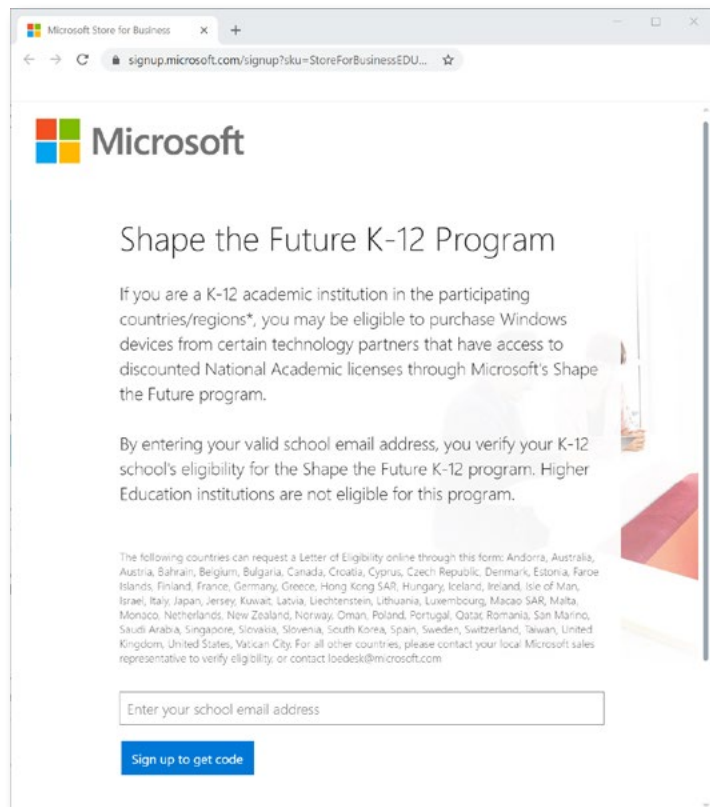
- Schools must apply online
- Annual renewal
- One letter - multiple vendors

## Information Required

In order to prove LOE status, a school will need to provide:

- School name
- School web domain
- Customer name
- Customer email address
- School mailing address

[Apply Online](#)



**Please contact your XMA Account Manager  
for assistance or to confirm pricing etc**

## FAQs

### **Q. When do I need an LOE?**

A. The process has been streamlined, you only need an LOE for a standard purchase:

- < Core i5
- >4GB RAM
- EDU Sale only
- Ems 1000 Unit Minimum

### **Q. How do I use my LOE?**

A. Schools presents the LOE directly to their OEMs of interest.

Letter of LOE needs to be presented to your XMA Account Manager when making your purchase

### **Q. Who can make an LOE request?**

A. Only the School is authorised to request an LOE.

### **Q. When does my LOE expire?**

A. It expires in twelve months from the date of issue.

### **Q. Can we change the LOE expiration date or start date from the LOE tool?**

A. No, there is no customisable date function.

### **Q. What information is required for the LOE?**

- A. School name
- School web domain
- Customer name
- Customer email address
- School mailing address

### **Q. How long does it take to be approved as a qualified education institution?**

A. In many cases, the response time is instantaneous through an automated verification process. In other cases where an institution needs to be verified, it shouldn't take more than three to seven days. If you have not received approval of eligibility, please contact loedesk@microsoft.com

### **Q. What is the turnaround time expected from the time the School submits for the LOE to be issued in the new eLOE tool?**

A. The user downloads the LOE at the end of the signup process so they have it immediately.

### **Q. How will an LOE impact my pricing?**

A. Speak to your XMA Account Manager for your pricing