



Services Order Form

Order #:  
Date:  
Offer Valid Through:

Q-246069-2  
2022-03-07  
2022-09-15

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Victoria College

Address: 2200 E. Red River  
City: Victoria  
State/Province: Texas  
Zip/Postal Code: 77901  
Country: United States

**Order Information**  
Billing Frequency: Annual Upfront  
Payment Terms: Net 30

**Billing Contact**  
  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Primary Contact**  
  
Name: Helen Dvorak  
Email: helen.dvorak@victoriacollege.edu  
Phone: +1 361 572 6481

**Billing Frequency Term:**  
Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2022-10-01	2023-09-30	FTE	2,077	USD 13.08	USD 27,167.16
Recurring Sub-Total						USD 27,167.16
Year 1 Total						USD 27,167.16

Year 2

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2023-10-01	2024-09-30	FTE	2,077	USD 13.74	USD 28,537.98
Recurring Sub-Total						USD 28,537.98
Year 2 Total						USD 28,537.98

Year 3

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2024-10-01	2025-09-30	FTE	2,077	USD 14.42	USD 29,950.34

Description	Start Date	End Date	Metric	Qty	Price	Amount
Recurring Sub-Total						USD 29,950.34
Year 3 Total						USD 29,950.34
<b>Grand Total:</b>						<b>USD 85,655.48</b>

**Metrics and Descriptions:**

**FTE:** FTE Metric is measured by the unduplicated 12-month full-time equivalent students in accordance with the definition published by the Integrated Postsecondary Education Data System.

The FTE fees set forth above are based on typical user usage patterns ("Typical Use") for access to the Service and do not account for excess usage of the Service. To the extent the Users' usage of the SaaS Service, in the aggregate, exceeds the Typical Usage at any given time, Instructure reserves the right, at its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Product	Description
Canvas Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.

**Duration:** The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

**Miscellaneous:** Instructure's support terms are available as follows:

Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>

Portfolio: <https://portfolio.com/support-terms>

MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

**Terms and Conditions**

This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/master-terms-conditions>

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION		TAX INFORMATION	
Is a Purchase Order required for the purchase or payment of the products on this order form?	Yes, will be generated the 1st week of September each year.	Check here if your company is exempt from US state sales tax :	<u>  X  </u>
Please Enter (Yes or No):		Please email all US state sales tax exemption certifications to <a href="mailto:ar@instructure.com">ar@instructure.com</a>	
If yes, please enter PO Number:			

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Victoria College

Signature:	<u>Jennifer Kent</u>
Name:	<u>Jennifer Kent</u>
Title:	<u>President</u>
Date:	<u>3/29/2022</u>

Instructure, Inc.

Signature:	<div>DocuSigned by: <u>Dale Barbee</u> CE2F6FE8105141D</div>
Name:	<u>Dale Barbee</u>
Title:	<u>Manager, Deal Desk</u>
Date:	<u>4/18/2022</u>

# INSTRUCTURE

## Services Order Form

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order #: Q-75155-1  
Date: 2/26/2019  
Offer Valid Through: 8/31/2019

### Order Form For Victoria College

Address: 2200 E. Red River  
City: Victoria  
State/Province: Texas  
Zip/Postal Code: 77901  
Country: United States

Order Information  
Billing Frequency: Annual Upfront  
Payment Terms: Net 30

#### Billing Contact

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Primary Contact

Name: Helen Dvorak  
Email: helen.dvorak@victoriacollege.edu  
Phone: (361) 572-6481

#### Year 1

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	10/1/2019	9/30/2020	FTE	2,364	USD 11.20	USD 26,476.80
Recurring Sub-Total						USD 26,476.80
Year 1 Total						USD 26,476.80

#### Year 2

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	10/1/2020	9/30/2021	FTE	2,364	USD 11.54	USD 27,280.56
Recurring Sub-Total						USD 27,280.56
Year 2 Total						USD 27,280.56

#### Year 3

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	10/1/2021	9/30/2022	FTE	2,364	USD 11.89	USD 28,107.96
Recurring Sub-Total						USD 28,107.96
Year 3 Total						USD 28,107.96
Grand Total:						USD 81,865.32



Deliverable	Description	Expiration
Canvas Cloud Subscription	FTE means the number of full-time equivalent students calculated in accordance with the definition published by the Integrated Postsecondary Education Data System.	N/A

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

Subscription	Metric	Description
Canvas	FTE	FTE means the number of full-time equivalent students calculated in accordance with the definition published by the Integrated Postsecondary Education Data System.

Product	Description
Canvas Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.

**Duration:** Instructure may begin providing the services on the later of: (i) ninety (90) days prior to the earliest start date; or (ii) the date of the last signature on this Order Form ("Effective Date"). Notwithstanding the foregoing, any third-party content purchased under this order form will be made available on the applicable start date listed above.

**Miscellaneous:** Instructure's support terms are available as follows:  
 Canvas & Catalog: <https://www.canvaslms.com/policies/support-terms>  
 Bridge: <https://www.getbridge.com/support-terms>

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No): <u>Yes</u>	Check here if your company is tax exempt: <input checked="" type="checkbox"/> Please email any/all exemption certifications to <a href="mailto:ar@instructure.com">ar@instructure.com</a> .
If yes, please enter PO Number: <u>PO will need to be generated after Sept. 1 each academic year.</u>	

By executing this Order Form, each party agrees to be legally bound by this Order Form and the applicable terms and conditions.

**Victoria College**

Signature:	<u>[Signature]</u>
Name:	<u>David Hinds</u>
Title:	<u>President</u>
Date:	<u>3/21/19</u>

**Instructure, Inc.**

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

