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MEMORANDUM CIRCULAR NO. 14
Series of 2021

T O: VSU Offices, Faculty, and Staff with Zoom Pro subscriptions using their EDU account

R E: Consolidation of Subscriptions to VSU's institutional Zoom Account

VSU has recently purchased an institutional Business subscription on Zoom. Among its features is the ability to host meetings of up to 300 participants, for about the same price as the monthly fee some offices are paying for a Pro subscription that hosts only up to 100 participants/meeting.

So that we can make share the benefits with you while simplifying the payment process, we will be consolidating all EDU accounts (@vsu.edu.ph) into our Zoom license by the end of February 2021.

What does this mean?

- For offices that have already purchased a Zoom license on a monthly payment basis via reimbursement, VSU will upgrade your account and pay the monthly fee directly starting the last week of February 2021. To be included in the upgrade, please email the VSU Web Team through Mr. Jed Asaph Cortes thru jedcortes@vsu.edu.ph with the subject "Upgrade Zoom office account" on or before February 19, 2021. Please send the details of your subscription, including the EDU account you are using, the monthly fee you pay, and the date of your next renewal.
- For offices that have already purchased a Zoom license for a year, VSU will upgrade your account and Zoom will reimburse your payment. Zoom will notify you regarding the refund and you must direct the refund to VSU's institutional Zoom account. For assistance, please contact the VSU Web Team through Mr. Jed Cortes with the subject "Upgrade Zoom office account with refund" on or before February 19, 2021. Please send the details of your subscription, including the EDU account you are using, the annual fee paid, and the date of payment and renewal.
- For individuals and projects who have purchased a Zoom license privately, you must transfer your subscription to a personal Zoom account using a non-EDU email. Please wait for the notification on Zoom before the end of February 2021.
- For offices and individuals who have no subscription, no action is needed on your part.

Please direct Zoom-related inquiries to the VSU Web Team by emailing Mr. Jed Asaph Cortes at jedcortes@vsu.edu.ph.

For your guidance.


EDGARDO E. TULIN
President