



# Anthology Student EPN Partner Guide

*for Anthology Student Build Partners  
(Integration Partners)*

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## 1. About this Guide

This Guide is designed for Anthology Student Integration Partners who are members of the Ellucian Partner Network (EPN). It provides an overview of the EPN program as it applies to such integration partners, including the program structure, related Tracks, minimum participatory requirements and key benefits available to such partners to support them with the successful development and delivery of Anthology Student integrations.

## 2. Anthology Student EPN Participation Requirement

To qualify for Anthology Student EPN membership, partners must meet specific participation requirements. These include successfully completing each stage of the Ellucian onboarding process to Ellucian's reasonable satisfaction, fulfilling the standards of Ellucian's established Partner Code of Conduct, and meeting Ellucian's security and other regulatory and operational standards (such as those relating to personal data and data privacy). Additionally, Partners must pay the Partner fees set out in this Guide.

### 2.1 Partner Onboarding Requirements

Ellucian's Partner Onboarding Process ensures a thorough assessment of potential partners and establishes a clear set of minimum standards that all Ellucian partners must meet. Ellucian's detailed evaluation process aims to ensure that Ellucian only allows and/or selects companies and partners that align with Ellucian's core values and objectives to become transition to/become members of the Ellucian EPN program for Anthology Student partners.

At its core, the onboarding process encompasses the following elements:

- Completion of successful financial and due diligence checks, along with compliance verifications.
- Successful completion of the Partner Vetting and Qualification Process, which may entail qualification calls or meetings with members of the Ellucian Partner, Sales, and Professional Services teams. Additionally, Partners may be required to develop a detailed Partnership Plan in collaboration with Ellucian.
- Successful completion of relevant organizational assessments, including those in relation to information security and data privacy standards.
- Execution of an Ellucian EPN Agreement (or transfer of contract terms to an Ellucian-recognized EPN arrangement) for the Anthology Student Build Partner (Integration Partner) program. The purpose of such contract includes, inter alia, a requirement being placed on the Partner to follow all key EPN terms (including those outlined in this Guide as they relate to the Anthology Student program) and the establishment of commercial terms between the Parties in connection with the partnership. (The EPN Agreement appoints each partner to the EPN, establishes the legal terms and conditions that govern the participation of each Partner in the EPN and defines the specific scope of the partnership).

- Any other core onboarding requirements that Ellucian may introduce from time to time. (This may include checks on the partner’s insurance levels, policies and practices, which Ellucian reserves the right to perform).

By abiding to these comprehensive onboarding requirements, Ellucian and each of its partners will demonstrate their joint commitment to engaging in a successful and mutually beneficial collaboration within the framework of the EPN.

#### **2.1.1 Requirement to Adhere to the Ellucian Partner Code of Conduct**

EPN partners must adhere to and comply with the standards set out in the Ellucian Partner Code of Conduct, as outlined in the relevant Appendix attached to this EPN Guide. Ellucian reserves the right to update the Ellucian Partner Code of Conduct from time to time, in particular to take account of legal and regulatory changes. Adhering to the Ellucian Partner Code of Conduct helps to ensure that any collaboration between the parties is based on sound principles of integrity, decency, and ethical conduct.

#### **2.1.2 Requirement to Comply with Data Protection and Information Security Standards**

Participation in the EPN is contingent upon partners meeting and complying with all necessary data protection and information security standards and policies of Ellucian. Partners are expected to agree to the terms of an Ellucian Data Protection Addendum (DPA) as part of their EPN Agreement that sets out core data privacy and information security obligations that they must comply with when participating in the EPN. Additionally, Partners may need to undergo an information security assessment and provide the Ellucian Information Security Team with certain information in order for an assessment to be completed on the Partner, its infrastructure and/or its solutions.

#### **2.1.3 Requirements Following Acceptance into a Track**

Each EPN Track has its own infrastructure, enablement, sales, and other requirements. Partners will be expected to fulfil Ellucian’s ongoing requirements in relation to each relevant Track (most notably the Build Partner Track) in order to remain in that Track and/or may be required to achieve a particular classification level (Tier, Badge etc.) within that Track, if applicable.

#### **2.1.4 Requirement to Act Appropriately and Not Mislead Others**

Without prejudice to a partner’s requirement to comply with the Ellucian Partner Code of Conduct, partners are under a duty not to mislead clients, or potential clients, with regard to their participation in, and level of expertise under, the EPN. A partner cannot hold itself out as holding a particular appointment or having a particular Badge or Tier (or a particular level of experience) which it does not have under the EPN. In addition, Partners may only use any Ellucian provided resources appropriately and within the scope of their appointment to EPN.

### **2.2 Chargeable Aspects of the EPN**

Some elements of the EPN are chargeable. These include access to particular environments, access to Ellucian training and enablement services, access to Ellucian professional services support, and participation in certain Ellucian events (including E-live and user group meetings). Pricing for chargeable aspects will be quoted by Ellucian.

Pricing will be driven by aspects such as the partner's tier, location, and the complexity of the arrangement.

### **2.3 Ordering of Ellucian Products and Services**

Access to specific Ellucian products and services (e.g. specific dedicated testing environments or specific, dedicated support), including the chargeable aspects described above, will require the Partner to place an order with Ellucian for such products and services. Such order will set out the fees that have been agreed between the Partner and Ellucian in relation to the products or services that are the subject of the order and the scope of the relevant products and services.

### **2.4 Access to Resources**

Partners are required to register for essential systems, including the Partner Community and Customer Center, to collaborate effectively, log support tickets, and access resources. These platforms facilitate communication and knowledge sharing between Ellucian and its Partners. Partners are required to follow Ellucian processes to submit cases in our systems. These processes may differ according to the Partner Track and engagement model with the end customer. For example, if a partner is working directly for a client and is not working through Ellucian, Ellucian has specific processes that must be followed to protect Ellucian's confidential information including verification with the client that access is required and access via a client email address (if the partner is working directly with Ellucian on a project then certain processes must still be followed by the partner).

## **3. The Build Track For Anthology Student and ERP Integration Partners**

The Build Track aims to enhance the functionalities of Ellucian's offerings (including Anthology Student) by offering resources to Build Partners that wish to delivery their non-native functionalities to institutional systems. This Track supports Ellucian's strategy towards a SaaS model, encouraging the provision of quicker, simpler, safer, and more seamless integrations with Build Partners. In addition, it provides institutions with increased visibility and oversight of integrations. Two core Build Partner types exist within the Build Track - Integration Partners and OEM Partners- which are detailed herein.

### **3.1. Integration Partners**

#### **3.1.1. Partner Integration Journey and Annual Validation**

*Note: Partners entering the Ellucian Partner Network Build Track that have developed integrations connecting Anthology Student and ERP Systems are not generally required to embark on a Partner Integration Journey or qualify for a Verified for SaaS badge when they enter the Anthology Student Build Track. They will instead broadly retain and/or receive the previous benefits that were offered under the pre-Ellucian Anthology integration program (including access to shared environments, technical material, and support), with some minor differences only.*

#### **3.1.2 Integration Status**

Within the Build Track, Anthology Student Integration Partner solutions sit within a single category (the "Affiliate Solution" category). As per the existing Ellucian Student EPN

Partner Build Track program, Build Partner solutions in this category do not have a validated SaaS integration and do not receive the same level of benefits and requirements as those with integrations/products in the Advanced Solution category (see the Business & Requirements section elsewhere in the EPN Partner Guide for more details). Build Partner solutions will only progress to and sit within the Advanced category if they have a SaaS integration that has been, and continues to be, validated by Ellucian.

### **3.1.3 Partner Integration Requirements**

Although Partners are not generally required to complete the full verification/Partner Integration Journey process, Anthology Student Build partners are required to provide and maintain certain information on their integration, and maintain timely communication with Ellucian in this regard.

### **3.1.4 Go-to-Market Referral and Resale Program**

At the discretion of and with the specific agreement of Ellucian, the Build Track also offers two Go-To-Market (GTM) programs, the Referral Partner Program, and the Resale Partner Program. These reflect a commercial relationship between the Parties under which Ellucian will either provide access to its technology and/or refer deals to a Partner in return for a revenue share or be granted a right to resell a Partner's solution and include it in its own product offering to institutions.

*Note: In general, the Resale and Referral Programs will not apply to Build Partners with integrations that connect Anthology Student to institutional ERP systems. However, certain categories of Partners, including payment processing Partners, may be subject to additional terms/arrangements that align with a more conventional Resale, Referral or other more enhanced go to market arrangement, including commercial terms based on revenue share and transaction volume-based models. These commercial terms may be set out in an existing written agreement that the Partner already has with Ellucian, or may be entered in to under a further written agreement or addendum executed between the Partner and Ellucian following its entry in to the integration Build Track. These written terms may include revised or combined revenue sharing arrangements, transactional fee structures, or other go-to-market and commercial terms that reflect the specific nature of the Partner's services and participation in this Program.*

*(A description of the existing core Ellucian EPN Build Partner Referral and Resale Programs as at the date of this Guide are set out in the general Ellucian EPN Guide. For the reasons set out above, these will often not apply to Anthology integration Partners but should be referenced, as appropriate, if some or all of the terms are applicable).*

### **3.1.5 Integration Enabler Partners**

Partners with integrations that connect Anthology Student to institutional systems are "Integration Enabler Partners".

Integration Enabler Partners often play a pivotal role in facilitating the success and functionality of Ellucian's SaaS offerings. These Partners specialize in providing software

solutions that can be used to create SaaS integrations between Ellucian Build Partners (software vendors) and Ellucian's SaaS offerings (which may include Anthology Student).

As with other Build Partners that have their own software solutions, Integration Enabler Partners are required to sign an EPN Agreement that covers various legal, technical, and commercial aspects of the partnership. The EPN Agreement may span multiple Tracks (Build and Service) in recognition of the fact that Integration Enabler Partners may be badged in connection with the services that they provide to third parties (including to Ellucian). However, as Integration Enabler Partner software solutions do not directly integrate with Ellucian products, such partners are not usually subject to the Ellucian Build Track validation process and the fee profile is streamlined for such partners, meaning that Integration Enabler Partners will not typically pay annual Build Track Fees and will instead pay annual Service Track Fees if they are to be 'badged' on their services.

### **3.1.6 OEM Partners**

OEM Partners play a critical role in the success and operation of Ellucian's software business, and their participation within the Build Track ensures that they receive the appropriate level of support and recognition within the EPN. OEM Partner relationships are jointly managed within Ellucian by the Ellucian Partnerships Team and Ellucian Product Team.

Unlike other Partners within the Build Track, OEM Partners are not required to build integrations with Ellucian. However, as Ellucian will be embedding and/or combining the OEM's product within Ellucian products and services, Ellucian will still be heavily reliant on OEM partners to support the sale, hosting, monitoring, and support of their OEM products.

The EPN Agreement and/or Addendum that OEM Partners must sign with Ellucian will be required to cover multiple legal, technical, and commercial aspects including the license being granted to Ellucian, associated OEM product support, any required hosting and other support (e.g. training, product assessments, documentation, trouble-shooting guides etc.) as well as the commercial terms agreed between the OEM partner and Ellucian.

*More detail regarding how Ellucian collaborates with its OEM Partners can be found in the Ellucian Student EPN Guide.*

### **3.1.7 Build Track Fee Structure**

Anthology Student Partners with existing integrations that were transferred to Ellucian as part of the acquisition of the Anthology Student business will, in most cases, initially retain their existing fee structure and benefits including the existing annual fixed fee of \$10,000 USD per calendar year. New Standard Developer Network Anthology Student Integration Partners will also be subject to the annual fixed program fee of \$10,000 USD per calendar year

However:

- (a) Partners may also be required to participate in additional commercial programs, including programs based on revenue share and transaction volume-based models, as per Section 3.1.4 of this Guide, and may have their annual fixed fee waived or reduced as part of such arrangement (in particular if such additional arrangement generates significant revenue for Ellucian, including Annual Recurring Revenue (ARR) in excess of \$1 million).
- (b) Partners that are members of both the Anthology and Ellucian integration Build Track programs that only pay fixed annual EPN membership fees will not be charged duplicate fixed annual EPN membership fees. (In such cases, only the applicable Ellucian Student fixed annual EPN membership fee shall apply, and any fixed annual Anthology Student EPN membership fees shall be waived); and
- (c) Ellucian reserves the right to introduce further new program structures and alternative commercial arrangements at any time.

Partners should refer to the *Ellucian Student EPN Partner Guide*, available at <https://www.ellucian.com/partners>, for further details regarding applicable Ellucian Student EPN program fees.

Also, please refer to the *Business and Requirements* section below for more exact details of the position going forwards:

### 3.1.8 Benefits, Expectations & Requirements

Benefits	Anthology Student	Ellucian Student
Shared Environments at No Cost	✓	✓
Dedicated Environment (Fee Based)	✓	✓
Corporate Website or Partner Catalog Listing	✓	✓
Eligibility to Sponsor Anthology or Ellucian Hosted Events	✓	✓
Support Portal or Partner Portal Access	✓	✓
Assigned Partner Manager	✓ Except for Developer Network Partners	✓
Developer and Documentation Resources	REST APIs, LTI registration, Developer Portal, App Catalog tools	Documentation library, APIs

Partner use of Anthology/Ellucian Marks	✓	✓
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## 4. Appendices

### 4.1 Section One: Ellucian Partner Code of Conduct

#### Section I: Purpose and Intent

Ellucian Company LLC and its related companies and affiliates (“Ellucian” or the “Company”) believe that good personal and professional ethics lead to good corporate ethics and good business relationships. Included in Ellucian’s definition of good corporate ethics are the standards set forth in this Partner Code of Conduct. To formalize our preference for ethical business partners, all Ellucian partners, i.e. suppliers, vendors, partners, consultants and subcontractors (“Partners”) are required to adhere to this Partner Code of Conduct while they are conducting business with and/or on behalf of Ellucian. All Ellucian Partners should educate their representatives and their subcontractors who directly engage with Ellucian to ensure they understand and comply with the Ellucian Partner Code of Conduct.

#### Section II: Legal, Regulatory and Ethical Compliance

1. All Ellucian Partners and their representatives are expected to conduct their business in compliance with the applicable laws and regulations of the countries where they conduct business with or on behalf of Ellucian.

2. In addition to any specific obligations under Partner’s agreement with Ellucian, all Ellucian Partners are expected to comply with the following legal and ethical standards:

- Conduct business in full compliance with local labor and employment standards.
- Conduct business in full compliance with anti-bribery and anti-corruption laws and with the United States Foreign Corrupt Practices Act (FCPA) and U.K. Bribery Act, specifically agree to not make any direct or indirect payments or promises of payments for the purpose of inducing the individual to misuse their position to obtain or retain business.
- Require employees to report to Ellucian any request for a bribe or offer of a bribe.

- Comply with all applicable trade control, export, reexport and import requirements.
- Conduct business in full compliance with fair competition laws.
- Conduct business in compliance with copyright protections including all international conventions and laws governing the rights of copyright owners.
- Comply with applicable environmental laws and regulations regarding hazardous materials, air emissions, waste, and wastewater discharges, including the manufacture, transportation, storage, disposal, and release to the environment of such materials.

### **Section III: Business Practices**

1. Ellucian Partners and their representatives are expected to conduct their business with integrity and in accordance with their obligations under their specific agreements with Ellucian. Partner must act towards Ellucian conscientiously and in good faith and must maintain high standards of performance expected of a partner of the nature envisaged by their agreement with Ellucian and always conduct their business in a lawful manner and in such a manner as will reflect favorably on Ellucian and its products and services and avoid in any way any deceptive, misleading or unethical practices under applicable law. Partners shall also not allow their interests to conflict with any duties that they owe to Ellucian under their agreement with Ellucian and applicable law.

In addition to any specific obligations under Partner's agreement with Ellucian, all Ellucian Partners are expected to:

- Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy
- Create, retain, and dispose of business records in full compliance with all applicable legal and regulatory requirements.
- Protect and responsibly use both the physical and intellectual assets of Ellucian including property, supplies, consumables, and equipment when authorised by Ellucian to use such assets.
- Use Ellucian provided information technology and systems (including email) only for authorised Ellucian business- related purposes. Ellucian strictly prohibits Partners and their representatives from using Ellucian provided technology and systems to create, access, store, print, solicit, or send any material that is intimidating, harassing, threatening,

abusive, sexually explicit, or otherwise offensive or inappropriate and/or send any false, derogatory, or malicious communications using Ellucian provided information assets and systems.

- Comply with the intellectual property ownership rights of Ellucian and others including but not limited to copyrights, trademarks, and trade secrets. Use software, hardware, and content only in accordance with their associated licence or terms of use. Prohibit the illegal use of copyrighted materials including the illegal download of music, internet games and movies.
- Never speak to or release statements to the media on Ellucian's behalf unless Partner and its representative is expressly authorised in writing to do so by Ellucian.
- Ellucian discourages gift giving but it recognizes that gift giving and entertainment practices may vary in different cultures. If the exchange of gifts is customary and reciprocal, gifts and entertainment are permissible, provided the monetary value of the gift or entertainment is modest. Never provide a gift or entertainment that is in bad taste or which would be embarrassing to Ellucian. Under no circumstance should a gift or entertainment given or received violate or involve a violation of local law, including but not limited to the FCPA and/or UK Bribery Act.
- Avoid actual conflicts of interest and the appearance of conflicts of interests.
- Partners and their representatives are not permitted to deal directly with any Ellucian representative whose spouse, domestic partner, or other family member or relative holds a significant financial interest in the Partner.

#### **Section IV: Employment and Labor Practices**

1. Ellucian Partners shall conduct their employment practices in full compliance with applicable employment and labor laws and regulations. Ellucian Partners must share in Ellucian's commitment to human rights and equal opportunity in the workplace.

2. All Ellucian Partners are expected to comply with the following:

- Provide employees with a workplace that is free of harassment and unlawful discrimination. Regardless of cultural differences, Ellucian Partners are expected to prohibit discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race,

caste, national origin, religion, age, disability, gender, marital status, sexual orientation, gender identity, union membership, veteran or military status, political affiliation or any characteristic protected by applicable laws.

- Provide a safe and healthy work environment and fully comply with all applicable safety and health laws, regulations and practices.
- Prohibit the use, possession, distribution, and/ or sale of illegal drugs, or the abuse of alcohol or prescription drugs, while on Ellucian or Ellucian customer owned or leased property or while on Ellucian business.
- Use only voluntary labor. Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labor and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. Ellucian is committed to ensuring there is transparency in Ellucian's business and in Ellucian's approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the UK Modern Slavery Act 2015. Ellucian expects the same high standards from all of our Partners. Ellucian strives to ensure against the use of forced, compulsory or trafficked labor, or anyone held in slavery or servitude, and we expect that our Partners will apply the same high standards through their own organization and supply chain.
- Employees and people hired as contract or temporary labor should not be required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice without penalty.
- Comply with all local minimum working age laws and requirements and under no circumstances use child labor in any capacity or employ people under the age of 16 years or the legal minimum working age whichever is higher.
- Provide a workplace free from physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.
- Strictly adhere to working hours or labor hour statutes. Under no circumstances will any employee be required to work more than the legal standard for a standard work week. Overtime must be voluntary and paid in accordance with local laws and regulations. No employee shall be required to work more than the maximum hours of daily labor set by local laws.

- Ensure that all employees are legally authorised to work in the country in which they are working and do not knowingly employ the services of an illegal immigrant.
- Conduct business in full compliance with applicable data protection laws.

## **Section V: Compliance with the Ellucian Partner Code of Conduct**

1. It is the responsibility of the Partner to ensure that its representatives understand and comply with the Ellucian Partner Code of Conduct and to inform its Ellucian contact (or a member of Ellucian management) if and when any situation develops that causes the Partner to operate in violation of the Code set forth in this document.
2. In addition to any other rights Ellucian may have under its agreement with Partner, Ellucian may request the immediate removal of any representative who behaves in a manner that is unlawful or inconsistent with this Code or any Ellucian policy.

## **Section VI: Reporting Compliance Failures or Questionable Behavior**

1. Ellucian Partners are expected to self-monitor their compliance with this Partner Code of Conduct. To report, contact Ellucian's Vice President of Compliance in any of the following ways:
  - By calling the Ellucian Alert Line at 1-855-226-5549, or submitting a complaint at [www.ellucian.alertline.com](http://www.ellucian.alertline.com).
  - By emailing the Vice President of Compliance at [compliance@ellucian.com](mailto:compliance@ellucian.com).
  - By sending a letter to the Vice President of Compliance at 4 Country View Road, Malvern, PA 19355 USA.
2. The Partners are encouraged to work with The Partner primary Ellucian contact in resolving a business practice or compliance concern. If the Partner wishes to report questionable behavior by an Ellucian employee, there may be times when it is not possible or appropriate to contact the Ellucian Representative. In such instances, please contact Ellucian in any of the following ways:
  - By calling the Ellucian Alert Line at 1-855-226-5549, or submitting a complaint at [www.ellucian.alertline.com](http://www.ellucian.alertline.com).
  - By emailing the Vice President of Compliance at [compliance@ellucian.com](mailto:compliance@ellucian.com).
  - By sending a letter to the Vice President of Compliance at 4 Country View Road, Malvern, PA 19355 USA.

Ellucian will not tolerate any retribution or retaliation taken against any individual who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation