

School Division Policy Guidelines
HED product into School Market
From July 2004

1. Policy Postings:

- a. All policies regarding HED product into School market should be posted on the HED website, where appropriate;
- b. All policies regarding HED product into School market should be posted on the School website, where appropriate;
- c. All policies regarding HED product into School market should be available in hard copy from Customer Service (1-800-361-6128) upon request;
- d. The Product Manager responsible for HED will address any issue not covered by these general guidelines individually.

2. “Desk copies” or “evaluation copies” or “sample copies”:

- a. School customers may only order Student Editions to preview for free;
- b. Not all Student Editions will be available for free sampling, this decision will be at the discretion of the School Sales Representative responsible for that particular territory or account;
- c. All other material may be sent on 60-day approval;
- d. School customers may request three different student editions at any one time for free preview, all others must go on 60-day approval;
- e. Generally, multiple copies of any one ISBN will not be sent free of charge without approval of the Product Manager responsible for HED material into the School market;
- f. Samples will go to School customers on the appropriate School Representative’s sample account.

3. Email requests for free samples:

- a. School customers may **only** request samples or 60-day approval copies over the telephone via School Customer Service at 1-800-361-6128;
- b. Email requests for samples or 60-day approval orders will not be accepted.

4. Price of Teacher Supplements:

- a. To qualify for purchase Teacher Supplements, each school must have purchased a class set of Student Editions (minimum 15 copies);
- b. Where this minimum is met with extenuating circumstances, a School Sales Representative or Product Manager responsible for HED may waive the minimum purchase requirement. This waiver is solely at the discretion of Pearson Education Canada;
- c. Print material, transparency masters are priced at \$69.95;
- d. Computer test banks, test item files, or items including a disc are priced at \$89.95;
- e. Videos and acetates are priced at \$99.95;
- f. All prices are listed here in Canadian dollars and are subject to change without notice;
- g. Any components not covered by these general guidelines, or any questions, will be addressed individually by the Product Manager responsible for HED.

5. Qualification for Online Teacher Material:

- a. To qualify for access to online teacher material, School customers must prove that they have purchased the title for which the supplements are requested;
- b. As with #4 above, the same policy will apply regarding what constitutes qualification for access;
- c. These requests will be researched and handled by the Product Manager in the School Division responsible for HED.

6. Old editions:

- a. As HED teacher supplements can sometimes be used with more than one edition of a book, any book in an edition that is compatible with said instructor's material would qualify toward a class set.

7. Books purchased from a source other than Pearson:

- a. In general, if the customer cannot provide proof of purchase in accordance with the policies above, access to Teacher Supplements will not be given;
- b. If the customer can provide a copy of a receipt from an accredited reseller showing name, location, date, quantity, title and/or ISBN of the Student Editions in question, that will be taken as proof of purchase;
- c. If the customer can provide a letter on school letterhead, or other acceptable means, that the books are being used in a JK-12 school, that will be taken as proof of use;
- d. If the customer can provide proof of purchase and proof of use, ability to purchase Teacher Supplements will be granted;
- e. Requests for Teacher Supplements resulting from teacher-to-teacher (outside the same school) transactions will not be honoured.

8. Book bindings:

- a. Customers purchase HED material for use in a secondary/School market at their own risk.

9. Status of Tutors:

- a. Samples will not be sent to Tutors, all “desk copies” must be purchased;
- b. Unless officially sanctioned by a registered school, and able to fulfill the requirements of articles 4 & 5 above, no access to Teacher Supplements nor 60-day approval orders will be granted.

10. Status of Home-schoolers:

- a. No free samples or “60-day approval” orders will be granted;
- b. In accordance with current School Division policy, no Teacher Supplements will be sold or sampled to Home-schools.

11. Definition of Terms:

- a. HED: Higher Education material published for Colleges or Universities;
- b. SCHOOL: a school that teaches at least one grade of K-12 and is properly accredited and/or the division of Pearson Canada, which services such institutions.