

## **Approved Educational institutions (or Non-US Equivalent)**

### **Qualified examples**

1. Accredited public or private primary or secondary school providing full-time instruction for grades K-12 or a school district for such schools
2. Accredited public or private university or college (including community, junior or vocational college) that grants degrees requiring not less than the equivalent of two (2) years of full-time study\*
3. Administrative Offices or Boards of Education of Educational Institutions
4. Home schools approved by Qarbon in its sole discretion
5. Government schools located in United States territories
6. Named Educational Entities approved by Qarbon, only if individual named entities are approved by Qarbon in writing if not already listed by Qarbon on its website
  1. Hospitals that are wholly owned and operated by an educational institution. Wholly owned and operated means the educational institution is sole owner of the hospital and only entity exercising control over day to day operations.
  2. Higher education research laboratories that are a public institution and recognized by the Department of Education, teach students as part of their research mission, can provide copy of Bylaws that states the relationship with controlling university
7. Other qualified examples as listed by Qarbon from time to time on the Qarbon website

### **Non-qualified Examples**

1. Non-accredited schools
2. Museums
3. Hospitals not wholly owned and operated by an educational institution
4. Churches
5. Religious organizations that are not accredited schools
6. Libraries
7. Training/Education centers or schools granting certificates for courses such as computer software training including, without limitation: Ziff Davis University, Learning Tree University, New Horizon Computer Learning Center, Teacher Training Centers
8. Military schools that do not grant academic degrees
9. Research laboratories not recognized by the Department of Education. For example, institutions recognized by other government branches such as the Department of Defense or Energy are not eligible. In addition, laboratories qualified as FFRDC and UARC are not eligible (FFRDC means Federally Funded Research and Development Centers and UARC means University Affiliated Research Center). Examples include: Los Alamos National Laboratory, Sandia National Laboratory, Lawrence Livermore National Laboratory, and any entity considered a FFRDC or UARC.
10. Other unqualified examples as listed by Qarbon from time to time on its Internet website

\* Accrediting Associations recognized by the U.S. Department of Education and/or the State Board of Education (or non-US equivalent organization) that teach students as their primary focus include: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Western Association of Colleges and Schools, Southern Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools.

## Individuals

### Qualified Examples

- Qualified individuals who acquire Educational Software Products for their own personal use but not for further distribution or transfer and who have presented to Reseller Appropriate Identification of current status as:
- Students enrolled in grades K-12 at an accredited public or private primary or secondary school providing full-time instruction
- Full or part time students enrolled at higher education institutions defined as accredited public or private university or college (including community, junior or vocational college) that grants degrees requiring not less than the equivalent of two (2) years of full-time study
- Full or part time faculty and staff employed by accredited K-12 and higher education institutions.
- Other qualified examples as listed by Qarbon from time to time on its Internet website or in other written communication.

### Non-Qualified Examples

- Students not currently enrolled at an accredited K-12 and higher education institution.
- Faculty and staff not currently employed at an accredited K-12 or higher education institution that grants degrees requiring not less than the equivalent of two (2) years of full-time study.
- Students, faculty and staff who are not willing or able to provide Appropriate Identification
- Other unqualified examples as listed by Qarbon from time to time on its Internet website
- Students, faculty or staff enrolled or employed by named Educational Entities. Examples include: hospitals, higher education research laboratories, educational consortia and other examples that may be listed by Qarbon from time to time on its internet website or in other written communication from time to time.

## Appropriate identification required for approval

### A. Individual

1. **Definition.** For a Purchase by an Individual, Appropriate Identification means:
  1. Clear, readable copies of the following documents: A current, valid photo identification and valid evidence of current enrollment at or employment by an Educational Entity. Examples include without limitation:
  2. School photo identification card that includes date validating current status; or
  3. School photo identification or drivers license or other official photo identification with corroborating evidence including but not limited to: faculty or staff pay check stubs; student course curriculums or tuition bill with a valid date and printed with the Educational Entity logo or seal; an official letter from the registrar of the Educational Entity; or
  4. For K-12 students only: when the above-listed Appropriate Identification is not available, an official letter from a teacher at the Educational Entity verifying the student's right to order Educational Software Products; or
  5. such other identification as permitted by Qarbon from time to time by posting a list of such Appropriate Identification on its Internet website.
2. **Validity.** Each identification provided shall be valid for a period of time not to exceed one (1) year from the date that the Appropriate Identification was actually furnished, or, if applicable, the expected graduation date for the Individual, whichever is less.

## **B. Educational Entity**

1. **Definition.** For a Purchase by an Educational Entity, Appropriate Identification means:
  1. a valid, official purchase order issued by an Educational Entity; or
  2. current credit card information with the proper name, billing address, and 'ship to' or delivery address of the Educational Entity; or
  3. a current personal credit card or check payment from Individuals who are faculty or staff with a 'ship to' or delivery address of the Educational Entity; or
  4. such other Appropriate Identification as permitted by Qarbon from time to time by posting a list of such Appropriate Identification on its Internet website.