

NewTek Individual Educational Purchase Form Qualification & Required Documentation

Higher Education Student

Full-time registered students pursuing a degree at a post-secondary educational institution in the United States or Canada are eligible to purchase a maximum of one copy each of NewTek's Educational Products for their own personal, non-commercial use. The student must be enrolled in a minimum of six(6) credit hours and a minimum of a two year degree granting program or be enrolled in a minimum 9-month certificate granting vocational or career program.

Required Documentation: Legible photocopy of current student identification card (both front and back, if applicable) with issue and/or expiration date circled **AND** a copy of a current class registration indicating enrollment in a minimum of six (6) credit hours or a registration receipt **OR** an original letter on official letterhead confirming enrollment in a minimum 9-month certificate granting program signed and dated by an administration official, including a verification contact phone number.

K-12 Multimedia Student

Full-time registered students enrolled in a computer multimedia course or program at a primary or secondary school in the United States or Canada are eligible to purchase a maximum of one copy each of NewTek's Educational Products for their own personal, non-commercial use. The student must be enrolled in a computer multimedia (i.e. graphics, computer animation, CAD, graphics design, desktop video, desktop publishing, web design, computer science, or related course) course or program and be attending full-time towards the completion of a graduation certificate.

Required Documentation: Legible photocopy of current student identification card (both front and back, if applicable) with issue and/or expiration date circled **AND** a copy of a current class registration indicating enrollment in a qualifying computer multimedia course **OR** an original letter on official letterhead stating your student enrollment and class qualifications signed and dated by an administration official, including a verification contact phone number.

NewTek ATC (Authorized Training Center) Student

Full-time students enrolled in a qualifying program at a NewTek Authorized Training Center program are eligible to purchase a maximum of one copy each of NewTek's Educational Product **for which they are currently being trained, on the platform of their choice.** The student must be enrolled in a NewTek-approved full-time course with NewTek Certification. The full-time course must be instructed by a NewTek Certified Instructor and at a minimum provide a comprehensive overview, in-depth instruction, and sufficient lab time to excel at a product knowledge and proficiency evaluation.

Required Documentation: Legible photocopy of a dated receipt for a current, qualifying training program at a NewTek Authorized Training Center, indicating paid in full **AND** an original letter on official letterhead stating you are currently enrolled in a full time program which meets the criteria (as outlined above) for NewTek's Educational Product program, including the dates of enrollment, program title, total number of hours enrolled, and total payment received. This letter must be signed and dated by the primary NewTek ATC contact person, including a verification contact phone number.

Education & Government Faculty/Staff/Employee

Full-time and part-time faculty, staff, and employees of qualifying educational institutions or government organizations are eligible to purchase a maximum of one copy each of NewTek's Educational Products for their own personal, non-commercial use. The individual must currently be employed full-time or part-time at a qualifying educational institution, authorized training center, or government organization (please consult your internal purchasing department to verify their ability to purchase NewTek Educational Products, which determines your qualification).

Required Documentation: Legible photocopy of current employee identification card (both front and back, if applicable) with issue and/or expiration date circled **AND** an original letter on official letterhead stating your position, time of employment, and your direct supervisor signed and dated by a human resources or management representative, including a verification contact phone number.