



Bytes of Learning Incorporated

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The Take It Home Bonus™ Program

Last Updated: September 2012

The Take It Home Bonus Program lets parents purchase UltraKey through your school.

We call this program "Take It Home Bonus" because it enables students and their families to learn to keyboard at home, while the school earns a bonus grant for its technology program.

For each UltraKey license ordered, the school earns \$5 in cash.

The TIHB Program is not offered outside the USA and Canada at this time. Canadian and American international schools may participate but all orders must be prepaid and parent checks are not an option. All dollar amounts in this summary and on all order forms are in CAD or USD depending on whether the school is Canadian or American. Canadians should read the word 'checks' as 'cheques'.

Recent Changes in the Program:

- ✓ We no longer provide CD-ROMs. Instead we provide license letters in a single PDF file, which the school prints and distributes to each participating family. Families download the software from the Internet.
- ✓ **If the school enables home-to-school login through UltraKey**, Bytes of Learning will create a custom web page and custom UltraKey installers. Then the parents can download the UltraKey software from the Bytes of Learning web site, which automatically installs the school's UltraKey connection key file. Teachers who have piloted this approach say it, "works perfectly!"

Schools do not have to enable home-to-school login but we encourage schools to consider this.

For details about UltraKey school connection keys and enabling home-to-school login, see the UltraKey School Guide installed with the UltraKey software at your school.

- ✓ We no longer offer keyboard covers but Parents are welcome to purchase covers at our web store.

How to Complete a Take It Home Bonus Program offering:

1. Download our **suggested letter content**, modify it to suit your needs, print it on school letterhead, and send it home to parents.
2. Collect orders and summarize them on the school order form, which is found on our web site.
3. Send a check to Bytes of Learning for the total amount of the order less your technology grant. If your administration or school policies do not permit you to collect payments made out to the school, see the next page.
4. Email orders@bytesoflearning.com a list of student names in an excel worksheet or a word document so we can merge the names with our license form and produce personalized license letters. The student names are used solely for this purpose.

If you enable home-to-school login and we have not already created a custom web page for your school, attach a copy of your school connection key file. Ask us to create a custom web page and custom installers for your school. *There is no charge for this service.*

5. When you receive our reply, print and distribute the letters to your students.

Operating through the School Parent Organization

Schools may collect checks and deposit them to the school parent organization, which issues a consolidated payment to Bytes of Learning. We are happy to receive orders and checks from school parent organizations.

Collecting Checks Made Payable to Bytes of Learning

Schools may have parents make checks payable to Bytes of Learning instead of the school.

We will process those checks but we have to reduce the grant earned by \$1 per unit to cover administration cost and we cannot issue the grant until the checks have cleared.

Issuing a Purchase Order Instead of Our Form

Some schools or districts require all purchases to be made using school purchase orders. We are happy to receive a purchase order in lieu of our consolidated form.

However, the terms remain cash.

Either the purchaser issues payment immediately upon receipt or a credit card is provided. We cannot continue to receive purchase orders for schools or districts that do not comply with this requirement.

Buying the Licenses Outright for Parents

Some schools buy the licenses for their parents at the unit cost of \$14.95 per license (minimum 6 units).

However, the terms are still cash. Payment must be issued immediately or a credit card must be provided. Home licenses may not be used by the school.

Minimum Selling Price Required

Participating schools may never offer UltraKey below the indicated price of **\$19.95 per unit**. Even if the school waives its grant, parents must pay this minimum price.

Offer as Often as You Want

Schools may offer the Take It Home Bonus program as often as they want, with a minimum 6 units per order.

Before re-offering, visit the [Bytes of Learning web site](http://www.bytesoflearning.com) to review the latest terms of the program and prices. The "Last Updated" date above is changed whenever we post new information.

For Other Questions

Please contact us to discuss any questions you may have or unusual circumstances you face.

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