



Tutoring Foundations Workbook Agreement

It's a pleasure to support the commitment you are making to tutoring excellence. This letter documents the agreement between Crossroads of Learning and your company or school regarding the instructor training and consumable workbooks that are part of the Tutoring Foundations curriculum for training tutors. It is understood and agreed that the curriculum may only be used in trainings with the purchase of one workbook per student and in sessions conducted by a Crossroads approved trainer.

The *Tutoring Foundations Tutor Training Classroom Workbooks* are consumable classroom workbooks. They are not textbooks or reference works. Under copyright law, no consumable book can be photocopied to create, replace, or substitute for its repurchase regardless whether it is used in whole or with any of its parts. Please refer to U.S. Copyright Office, Circular 21, page 11 which states the following is prohibited under section III of the guidelines:

- Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- Copying shall not:
 - substitute for the purchase of books, publishers' reprints or periodicals;
 - be directed by higher authority;
 - be repeated with respect to the same item by the same teacher from term to term.

Thank you for choosing Crossroads of Learning as your tutor training partner.

Best Regards,

A handwritten signature in black ink that reads "Bob Lasiewicz".

Bob Lasiewicz
Managing Director
bob@crossroadsoflearning.com

Please provide the information and signature below and return via fax (or scan and email) to indicate your agreement to the above terms for the use of the workbooks provided for your training.

Commercial Provider or School Name: _____

Department (school) or branch (commercial): _____

Address: _____ Phone: _____

Website address: _____ Email Address: _____

Contact Name (print): _____ Title: _____

Signature: _____ Date: _____