



#### EDUCATIONAL & RESEARCH DISCOUNT INFORMATION

Thank you for your inquiry about using our tests for your training program / classes or research project.

Academic Therapy Publications does offer a **25% educational discount**; this applies only to proprietary materials that we publish. Discounts **do not** extend to products with order numbers that start with "DDD"; those are published by other companies.

**Eligibility for discount:** Nonprofit organizations and educational institutions are eligible for the discounts. Discounts extend for the *current academic year* (educational discount) and for the *duration of the research project* (research discount) as specified in the request letter. Test materials to be used for master's theses or doctoral dissertations MAY be purchased by the student as long as his/her status has been verified by a letter (on department letterhead) from the supervising professor on the research project.

**To request a discount**, please mail, fax or email ([permissions@academictherapy.com](mailto:permissions@academictherapy.com)) the following information on your department/organization letterhead:

- Your name, position, credentials, and contact information;
- The name, position, credentials, and contact information for the supervising professor / principal investigator (if not you);
- The exact titles for materials requested (please use full titles, not abbreviations);
- The quantity of each item requested;
- Additional information specified below:

If requesting an **educational discount**, please include:

- The course number and title for which the materials are requested;
- The duration of the course(s).

If requesting a **research discount**, please include:

- The research study name for which the materials are requested;
- A brief description of the research study and methods (an abstract is fine);
- The duration of the research study;
- Agreement to forward a copy of articles / papers from research project, to be included in our future manuals as "previous research."

**IMPORTANT:** if you plan to photocopy or modify any test materials (including adaptation for electronic use) **you will need to obtain a separate permission agreement** with ATP. Use of the forms or plates as they currently exist in paper format does NOT require such permission.

**AFTER** this information has been received, you will receive a discount confirmation letter, and will be able to place your order. Enclose a copy of the confirmation letter with your purchase order or prepaid order. You may fax (888-287-9975) email ([po@academictherapy.com](mailto:po@academictherapy.com)) or mail: ATP, 20 Leveroni Court, Novato, CA 94949, USA. Discounts **cannot be processed via the website**. If you would like to pay by credit card, please call (800-422-7249).

#### Billing information:

- Prepaid (check or credit card) orders will not be charged a handling fee.
- If sending a purchase order to be billed, please add 10% handling fee.
- All orders, including international, are shipped prepaid Fed-Ex and shipping costs are added to your order.

If you have any question, feel free to contact us!

James A. Arena  
President

John and Anna Arena  
Founders

---

#### *Special materials for special needs in education*

---

20 Leveroni Court • Novato, CA 94949-5746  
AcademicTherapy.com  
HighNoonBooks.com  
ArenaPressBooks.com

Toll-Free Phone (800) 422-7249  
Toll-Free Fax (888) 287-9975  
International Phone (415) 883-3314  
International Fax (415) 883-3720