

# FERPA Online Training – Institutional

## Terms of Service

1. **PROGRAM MATERIALS.** AACRAO will provide FERPA training program materials ("Program Materials")
2. **DATE OF DELIVERY.** Program Materials will be delivered on or within 2 business days of "verified" purchase. Verified implies successful payment for the Program Materials as reflected in AACRAO databases and commerce systems.
3. **OWNERSHIP.** The ownership for Program Materials shall start on the Date of Delivery and will be owned by the party that made the purchase ("Purchasing Party").
4. **RIGHT TO USE.** The Purchasing Party shall have the right to print, reproduce, use, perform, broadcast, and distribute the Program Materials, or any portions of same, to its employees, temporary workers and contractors or other affiliates as deemed necessary. The usage is for private, non-commercial use only. The Purchasing Party shall take all reasonable steps to ensure that no portion of the Program Materials are distributed to any outside entity. The Purchasing Party may not grant permission or allow the use of the Program Materials, or any portion of same, to outside entities.
5. **EDUCATIONAL PURPOSES.** Purchasing Party acknowledges that AACRAO's Program Materials are for informational and educational purposes only. To the extent that AACRAO discusses laws and regulations, it is to provide a general understanding of the law and not offered as nor intended to be considered legal advice.
6. **PROGRAM UPDATES.** In the event that web standards updates or learning management system updates renders the Program Materials unusable, AACRAO will make the necessary updates to the package at no additional cost to the Purchasing Party within five (5) years of the Date of Delivery.
7. **CONTENT CUSTOMIZATION.** The Program Materials are offered 'as is.' Any content update to the Program Materials requested by the Purchasing Party shall be considered a customization. Customizations can be requested at any time and at any scope. Content Customizations should be presented to AACRAO using a template provided by AACRAO upon request. The price of customizations is determined by the scope of work required for any customization requested by the Purchasing Party. A cost-estimate will be provided by AACRAO to the Purchasing Party before any work or expectation of payment is undertaken.