

Terms and Conditions of the Favoured Teacher Programme

(Last updated 9 October 2017)

Privacy policy

All of the data you supply us with will remain confidential except for that which we are obliged to disclose to our accountants and the tax authorities as part of our legal duties. Your data will not be divulged to any third party.

Qualifying products

All products sold by our company are eligible for inclusion in the Favoured Teacher Programme.

Frequency of ordering

In order to qualify for continued membership of the Favoured Teacher Programme you must place an order or an order must be placed on your behalf at least once every two years.

Value ordered and price of products

To qualify for inclusion in the Favoured Teacher Programme the collective value of the order(s) you make or any order(s) placed on your behalf, must be at least twenty thousand yen excluding shipping charges and sales tax in one calendar year. The value of the product attributable to you is based on the price at which we sell it. Our products are discounted and prices vary when we sell them to organisations that order on your behalf (such as educational institutions, retailers or distributors). We may also offer a product at special discount rates from time to time. We will notify you of the price of products for orders that relate to you in the Favoured Teacher Programme. As a result, product prices (and the amount of commission you receive) might vary from order to order. We will also deduct the bank charges that we must pay from the amount that you would receive.

Invoice status

An order is considered complete when any unsold product has been returned and the invoice or adjusted invoice has been paid in full. Only when an order has been completed, can it be added to your account in the Favoured Teacher Programme.

Invoiced items excluded from the calculation

The following items are excluded from the calculation used to determine the payment made to you or the organisation that you have nominated: shipping charges (if any), sales tax and electronic bank transfer charges.

Tax status

If we make a payment directly to you it is taxable income and it is your responsibility to declare it to the relevant tax authorities. If we make a payment to a charity registered in Japan that donation may not be liable for tax.

Previous orders exclusion

Orders placed by you or on your behalf prior to your entry into the Favoured Teacher Programme will not be eligible for a reward payment if they are already completed.

Future orders inclusion

Future orders (i.e. orders you have already made or that have been made on your behalf, but which have not yet been completed) will be eligible, providing you can supply us with the correct order information with which we can identify the order(s).

Bank details

For the purposes of paying you, you must give us the following bank information: the name of your bank; the name of the bank branch; your bank branch's code number; the number of your bank account; the name of your account (in *katakana* and roman letters); the type of account. Please also see our privacy policy with regards how we handle your data.

Address and other contact information

For the purpose of sending you paperwork related to your Favoured Teacher Programme membership (e.g. account statements, notifications of payment, etc.) you must supply us with your residential address, your telephone number and an email address. If any of your information changes, you must notify us to avoid problems in contacting or paying you.

Incorrect information

If any of the information you supply us with is incorrect it may delay or prevent payment of money owed to you. Mistakes with the bank information you send us will incur additional bank transfer charges for repeat attempts to send money to your account. These charges will be deducted from the money you are owed.

Payment dates and method

If you decide to receive payments directly, we will make payments to your bank account on a periodic basis. Your bank account must be in Japan and be linked to the electronic bank transfer network. If you elect to have payments donated to a charity, it must have registered status in Japan. Payment will be made only when an order is deemed by us to have been completed. An order is considered complete when any unsold product has been returned and the invoice or adjusted invoice has been paid in full. Payments are usually made once a year in December or the following January, but payments may be made more frequently if you place or are responsible for numerous orders and if those orders are completed.

Notification of payments sent

We will notify you when we send a payment either directly to you or to an organisation (e.g. a registered charity) that you have nominated to receive payments.

Receipt of payments received

For each payment you have received directly as part of the Favoured Teacher Programme, you must sign a receipt (which we will send you) and return this to us within 28 days.

Favoured Teacher Programme ID number

Each member of the Favoured Teacher Programme will be issued with an ID number. This will be used during the ordering and reward payment process.

The Study Centre requirement

In order for us to be able to verify that each book dispatched has been sold and cannot be returned, its accompanying online Study Centre username and password must be activated and an enrolment key associated with the group of learners that you teach must also be used in order to record that the book is being used by one of your students. This is to ensure that in cases where there is more than one Favoured Teacher Programme member using our products at one institution and where the institution or its bookstore is placing orders for multiple teachers, that the correct number of products are credited to your membership account.

Product ordering method

You may order books through your institution (or the book store at your institution) or you may order from us directly, using the online store or order form on our websites. On all order documents please be sure to include your Favoured Teacher Programme ID number.