

## Bundle Enrollment Procedures

# MONTHLY COURSE BUNDLE SUBSCRIPTION



Our online classes are ready for you to access. No waiting. The classes listed below are available for **group course bundles**. The streamlined curriculum allows for effective, self-paced learning. Our flat-rates are highly affordable for businesses or other organizations of any size with a **minimum of 10 participants**.

### Our Classes

1. Business Grammar
2. Workplace Grammar and Style
3. Proofreading Power Basics
4. Smarty Pants Vocabulary Builders
5. Grant Writing Essentials
6. Public Speaking Skills
7. Grammar Essentials Jump-start
8. Copyediting Basics 101
9. Diversity in Workplace Writing

### Bundle Enrollment Process What's Inside:

1. Getting Started
2. Terms of Service
3. Payment
4. Certificates

## What You Need to Get Started

- **Registration Form**
- **Contract for Services** (Letter of Agreement)
- **Payment** (credit or debit card)
- **Your Enrollment Info:** (password, discount code & class link)

## Group Bundle Course Enrollment Terms of Service

### **GROUP BUNDLE ENROLLMENT PROCEDURES:**

#### **Scheduling:**

1. Read our enrollment procedures, terms of service, and sample contract. Choose at least three classes. Online access to classes is available 24/7 for 3 months, 6 months, 9 months or 12 months. Minimum of **10 participants** per course subscription.
2. Use the **registration form** to submit your online course preferences.
3. A **contract** (or letter of agreement) stating the terms and responsibilities for the director/instructor and sponsoring organization will be emailed to the designated contact person.
4. Dates and times for classes can only be secured with a signed contract, registration form, and full payment.
5. All group bundle enrollments are assessed a one-time **\$75 administrative fee** per class to cover processing and production fees.
6. After receiving a completed registration form, an **invoice** for payment (due upon receipt) will be emailed to the group contact person.

## Payment:

- **Pricing varies by course.** See the website for current group rates per class.
- **Payment calculation:** # of participants x Course Price per Person x (# of courses) + \$75 (admin fee per course) - % discount ÷ # of months. **Example:** 60 (participants) x \$117 (course price) x 3 (# of courses) + \$225 (admin fee x 3) = \$21,285 – .05% (\$1064.25 discount) = \$20,220.75 ÷ 3 (# of months) = **\$6,740.25 (your monthly payment due in three installments).**
- **Group Bundle Payment:** On the **course landing page**, you will be given one total amount. After clicking "Buy Now," the group contact person will create login information, and make the payment by **credit/debit card**.
- **After payment is received, your contact person will receive the following registration information for each participant:** 1) a password, 2) a company coupon code that gives each participant free access to the course, and 3) a web link to the class.
- The coupon code will also be used to track your group's progress. Certificates will be released based on 100% completion of the course.

## Class Progress:

- Your group has **3 months, 6 months, 9 months or 12 months** to complete each course in the bundle. The duration of your subscription determines the expiration date for access to the course content and the end of the contract.
- Participants must maintain their own unique, individual course student account. Logins cannot be shared. Progress will only be tracked for one person per paid registration slot.
- Each participant must complete every lesson to receive a certificate of completion.
- It is important that each participant's progress shows 100% complete before the course closing date. **No one can re-enter the class after the group enrollment expiration date to finish lessons.**

## Certificates of Completion:

- After your monthly subscription closes, progress for each participant in your group will be tallied. Certificates will be automatically generated for those who have successfully completed the course.
- Each certificate can be downloaded—as a PDF document—from the student account dashboard within the online course. If the certificate is missing or unavailable, please contact the director who will retrieve and email the certificate to the group contact person or directly to the participant.
- Online certificates are immediately generated upon 100% course completion and can be downloaded by the student. Certificates prepared by the director are generally sent 24-48 hours after 100% class completion. However, please allow extra time for holidays and high enrollment volumes, not to exceed 7 business days after course completion.



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### Additional Questions?

**Email:** [ashan@onyxedonline.com](mailto:ashan@onyxedonline.com) or call (901) 264-9409.

**Website:** [www.onyxedonline.com](http://www.onyxedonline.com)

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**About the Instructor:** **Ashan R. Hampton** is a University of Arkansas at Little Rock **Donaghey Scholars Graduate**, college English Instructor, and published author with an M.A. in English. With her doctoral studies on hold, Ashan develops, produces and instructs original online writing courses for global audiences. Currently, Ashan owns and operates *Onyx Online Education, LLC*. Visit her websites at [www.arhampton.com](http://www.arhampton.com) and [www.onyxedonline.com](http://www.onyxedonline.com).