ONYX ONLINE LEARNING CLASSES

Our online classes are ready for you to access. No waiting. The classes listed below are available for group or corporate training. The streamlined curriculum allows for effective, self-paced learning within a 3-day time-frame. Our flat-rate, per person pricing is highly affordable for businesses or other organizations of any size with a minimum of five (5) participants.

Our Classes

- Business Grammar
- Workplace Grammar and Style
- Proofreading Power Basics
- Smarty Pants Vocabulary Builders
- Grant Writing Essentials
- Public Speaking Skills
- Grammar Essentials Jump-start
- Copyediting Basics 101
- Diversity in Workplace Writing

Group Enrollment Packet
What's Inside:

1. Enrollment Procedures
2. Registration Form
3. Sample Contract

What You Need to Get Started

- **Registration Form**
- **Contract for Services** (Letter of Agreement)
- **Payment** (credit/debit/check/money order/venmo)
- **Your Enrollment Info:** (password, discount code & class link)

Group Online Course Enrollment

Terms of Service

GROUP ENROLLMENT PROCEDURES:

Scheduling:

1. Read our enrollment procedures, terms of service, and sample contract. Choose a class or multiple classes. Online access to classes is available 24/7 for 3 calendar days. Minimum of **five (5) participants** per class.

2. **Extra time:** An extension of 7 calendar days can be purchased at $33.50 per participant multiplied by 7 days in addition to the regularly scheduled 3-day session rate. The total duration of one class will not exceed 10 calendar days.

3. Use the **registration form** to submit your online course preferences. Each class requires a separate registration form and a separate contract.

4. 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. Dates and times for classes can only be secured with a signed contract, registration form, and full payment.

5. All group enrollments are assessed a one-time **$75 administrative fee** per class to cover processing and production fees.

6. 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:** The total payment for a regular session equals the price of the class per person multiplied by the total number of participants, plus the administrative fee. For example: $117 (course price) x 15 (# of participants) + $75 (admin fee) = **$1830 (3 days)**. **Extra time** would be an additional $33.50 (per student) x 15 students x 7 days = $3,517.50 (Extra Time) + $1830 (Course Fee) = **$5,347.50 (10 days).**

- **Group payment option #1 (online):** 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 or PayPal. 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.

- **Group payment option #2 (ACH): Zelle** payment for the total amount due will be submitted by the group contact person after consulting with the Director about business bank account information. **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.

- **Group payment option #3 (mail):** A **check or money order** will be mailed to the director—**Onyx Online Education, LLC/Ashan R. Hampton**. **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-day (or 10-day), 24/7 access** to complete each online class. However, the sponsoring organization can require participants to finish sooner than the allotted time. If you want to adjust the time-frame for less time, please let the Director know. No extra time beyond the regular 3-day session will be provided, unless extra time has been purchased.

- 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 class session 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.

Additional Questions?

Email: ashan@onyxedonline.com or call (901) 264-9409.
Website: www.onyxedonline.com

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** and **www.onyxedonline.com.**