



OnyxEd Online Learning

Online writing courses for academic success & professional development with certificates of completion.

www.arhampton.com/groupclasses
www.onyxedonline.com

Add Some Fun to Your Training Program!

If your company does not offer in-house training for writing, grammar, proofreading or public speaking, then our classes are the right option for you!

- Instead of a **one-day** workshop that interferes with the workday, enroll your group for a 3-day blast professional development session.
- Enrolled participants can access the class from **anywhere at any time** outside of work hours and physical work location.
- **Eliminate distractions** and allow participants to learn at their own pace. No live zoom sessions.
- **No waiting.** Classes and all course materials are available now, 24/7.
- **Nothing to download.** Classes are completely web-based and self-paced.

HOW OUR GROUP COURSE ENROLLMENT PROCESS WORKS

- Review the group enrollment packet on [our website](#) or on the following pages.
- Download and fill out the class **registration form** and email it to the Director.
- The Director will receive your registration form and use it to create an invoice and contract.
- The Director will send a return email with a **letter of agreement** (3-day blast only) and an **invoice** of charges for your review.
- To start classes, email the contract and submit your payment.
- Receive **course access login credentials** for every participant to enroll in the class. Students can download their own **certificates** of completion at the end of the course.

Group Enrollment Procedures

*OnyxEd Online Learning & Professional Development
of Onyx Online Education, LLC*

Group Online Classes

Getting Started: What You Need to Submit

- Registration Form
- Letter of Agreement (3-day blast only)
- Payment (credit/debit card)

What We Send You

- Payment Invoice
- Course Access Information



www.onyxedonline.com

Group Registration/Student Enrollment:

- For 1-10 participants, **the Director will manually enroll paid students** into the online course with their first name, last name and email address, which should be provided by the representative of the sponsoring organization.
- For 10+ participants, **students will enroll themselves into the course** with the course access information provided by the Director.
- **Course Duration:** 3 days (blast); 3 months (groups); 6 months (extra time).

Payment:

- **Pricing varies by course.** Check the website for current course prices www.onyxedonline.com.
- **Group Payment:** On the course landing page, you will be given one total amount. After clicking the "Buy" or "Enroll Now" button, the group contact person will create login information, and make the payment by credit/debit card.
- **Group enrollment discounts** require a minimum of **five (5) participants**. See the chart below for percentage discount rates:

Number of Participants	Group Percentage Discount
10-50	5%
51-99	10%
100-500+	15%

- **Group Registration Requirements:** A list of participants and payment in the form of a check, money order, credit/debit card or Zelle ACH covering the total amount due must be submitted before students are enrolled and course access information is distributed to the group representative. Checks must be cleared before student enrollment begins.
- **Payment Calculations:** The total payment 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) - 10% discount = **\$1647.**
- **Extra time (six months)** = 1/2 the course fee x # of students + \$75 admin fee. For example, 10 students at \$207 per person equals: \$103.50 (1/2 course fee) x 10 (# of students) + \$75 (admin fee) = \$1,110. You would pay an extra \$1,110 in addition to the total group enrollment fee. The admin fee for extra time is separate from the course enrollment admin fee.

Course Access:

- **After payment is received, your contact person will receive a form through email with the following registration information for each participant:** 1) a **password**, 2) a **discount 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 participants must complete the course within the designated time-frame of three (3) days, three (3) months or six (6) months, depending on your contract terms.
- 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 course enrollment expiration date to finish lessons.**

Certificates of Completion:

- 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.

How it Works: Student Enrollment Video



[View the Tutorial](#)

Choose your course option on the registration form.

- **3-Day Blast:** Quick Professional Development Sessions
- **Private Group Course:** Get 3-Month access to any class we offer at the regular price per person.

Additional Questions?

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

Websites: www.onyxedonline.com
www.arhampton.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.



Group Online Class Registration Form

Onyx Online Education, LLC

Please fill in the form below. Submit this along with the contract and payment.

***All information required for processing.**

***Contact First Name:** _____ **Last Name:** _____

***Company Name:** _____

***Group Contact Phone Number:** _____

***Group Contact Email:** _____

***Registration Fee Payment (Online)** _____ **(Mail)** _____

***How many classes?** _____

***How many participants?** _____

***Course Duration:** _____ **3 Days** _____ **3 Months** _____ **6 Months (Extra Time)**

3-Day Blast Professional Development Courses

***Which Classes?** (Put an X in the blank for each selection.)

_____ Business Grammar

_____ Proofreading Power Basics

_____ Copyediting Basics 101

_____ Public Speaking Skills

_____ Diversity in Workplace Writing

_____ Smarty Pants Vocabulary Builders

_____ Grammar Essentials Jump-start

_____ Workplace Grammar and Style

_____ Grant Writing Essentials

Private Group Enrollment (Any Course)

Course Title: _____ **Course Duration:** _____

Next Steps: 1) Email this completed form to ashan@onyxedonline.com.
2) Receive an invoice of charges and a letter of agreement for your review.