



# GROUP REGISTRATION FORM WRITE WELL UNIVERSITY™

**Directions:** Start here to begin the enrollment process. This form will be used to create your payment invoice.

## **Term & Conditions:**

The **contact person** for your group course training should complete this form. Submit this along with the contract and payment invoice. **\*All information is required for processing.**

**Contact Name**

**Company Name**

**Contact E-Mail**

**Phone**

## **Corporate B2B Online Training Courses:**

(Check the blank for each selection.)

- Grammar Essentials Jumpstart
- Business Grammar Essentials
- Workplace Grammar & Style
- Proofreading Skill Builder
- Copyediting Basics 101
- Grant Writing Essentials

- Smarty Pants Vocabulary
- Public Speaking Skills Inclusive
- Workplace Writing SEO
- Essentials for Social Media
- Prompt Writing Essentials
- High-Impact Business Writing

## **Course Duration Access Tier**

3-Day       90-Day       12-Month License

Single Course       Corporate Bundle Package

**Number of Participants (Seats):**

### **2-Course Corporate Bundle**

- Course Duration (Number only)
- # of Participants (Seats)

### **3-Course Corporate Bundle**

- Course Duration (Number only)
- # of Participants (Seats)

#### **■ Next Steps**

- 1) Email this completed form to:**  
[director@writelniversity.com](mailto:director@writelniversity.com)
- 2) Receive an invoice of charges and contract for your review.**

*Contact Signature*

ONYX ONLINE  
EDUCATION, LLC

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# WRITE WELL UNIVERSITY™

Online Professional  
Development Training



Write Well University™ - Corporate Training Division

Instructor/Director: Dr. Ashan R. Hampton

Email: [director@writewelluniversity.com](mailto:director@writewelluniversity.com)

Phone: (901) 264-9409

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600 E. Capitol Ave #1012  
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# About Us



**Write Well University™ is pleased to provide this proposal for corporate training services.** Our online professional development courses help organizations strengthen communication, improve workplace writing, enhance digital competencies, and prepare employees for modern AI-assisted workflows.

All courses are self-paced, accessible 24/7, and designed to support employees at all skill levels. Certificates are automatically issued upon 100% course completion, making our programs ideal for compliance, performance reviews, and workforce development initiatives.

**Our training solutions, pricing structure, access terms, and next steps for implementation are hereby presented for your review.**

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# Training Objectives

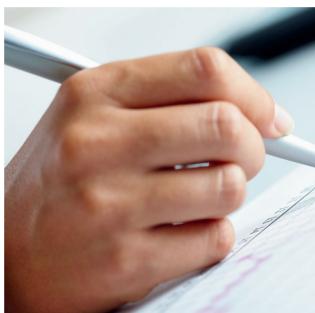
**Write Well University's™** corporate courses are designed to deliver measurable improvements in communication quality across departments. Although we cannot guarantee specific results, participants often report increased knowledge and skill at the end of training, which in turn leads to better workplace performance.

**Our courses help your organization meet the following communication goals:**

- Improve the clarity, accuracy, and professionalism of internal and external communication
- Strengthen employee writing, editing, proofreading, and digital communication skills
- Reduce workplace errors and improve quality control
- Enhance productivity through better writing, communication, and AI prompt engineering skills
- Support employee development, retention, and ongoing performance improvement



# Training Overview



## Curriculum

### Each course includes:

- Video-based instruction
- Lecture slides
- Interactive exercises and quizzes
- Practical application tips
- Real-world examples
- Certificate of Completion
- Bonus eBook download

## Delivery Format

- 100% online, self-paced
- Audio-visual lessons
- Certificate issued automatically at 100% completion
- Hosted on Write Well University's™ secure LMS

## Access Tiers

(Choose one)

- **3-Day Intensive:** High-impact professional development sessions
- **90-Day Standard:** Most popular option—ideal for standard training cycles
- **6 or 12-Month Learning License:** Perfect for cohorts (by department and ongoing onboarding)

## Course Experience

### Participants receive:

- Easy login instructions
- 24/7 course access
- Progress tracking
- Instant completion certificate download
- Bonus eBook

## Self-Paced Lessons

- No live class meetings
- Q&A Discussion board available for student and instructor interaction
- Instructor available via email and discussion board



# Training Solutions

## Single Courses

**Write Well University™** provides high-quality, on-demand corporate training designed to strengthen workplace writing, communication, and digital competencies.

### Professional Writing • Communication • Editing • AI Readiness

#### Grammar Essentials

##### Jumpstart

A foundational course that strengthens core grammar skills for clear, professional workplace communication.

#### Copyediting Basics 101

A practical introduction to copyediting that explores grammar, AP style, editing judgment, and workflow processes.

#### Inclusive Workplace Writing

A communication course that teaches employees how to avoid biased language and write inclusively through respectful, culturally aware writing.

#### Business Grammar Essentials

An advanced grammar course focused on business usage, including capitalization, abbreviations, numbers, word choice, and clarity.

#### Grant Writing Essentials

A full introduction to the grant-writing process, including proposal structure, logic models, required components, and common mistakes to avoid.

#### SEO Essentials for Social Media

A digital marketing course that teaches employees how to use SEO on social platforms to increase content visibility, improve engagement, and support brand growth.

#### Workplace Grammar & Style

A comprehensive writing course that blends grammar instruction with sentence structure, writing style, tone, and clarity.

#### Smarty Pants Vocabulary

A fun, effective vocabulary-building course that enhances communication and improves writing clarity through advanced word usage.

#### Prompt Writing Essentials

A modern AI-readiness course that teaches employees how to write effective prompts for ChatGPT, Gemini, and other AI tools.

#### Proofreading Skill Builder

A course that trains employees to detect and correct errors before documents are shared with customers or stakeholders.

#### Public Speaking Skills & Drills

A course to help employees build confidence, calm speaking anxiety, and improve articulation to deliver effective presentations.

#### High-Impact Business

##### Writing Skills

A style refinement course for developing streamlined, clear, and persuasive professional communication.

## Full Course Catalog



# Pricing List

## Single Courses



### Corporate Package & Admin Fees

A one-time fee per contract covering setup, enrollment, reporting, and support:

- **1-10 seats** = \$500
- **11-50 seats** = \$1,500
- **51-150 seats** = \$4,000
- **151-500 seats** = \$7,500
- **501+ seats** = \$10,000

#### Package Fee Covers:

- ✓ LMS hosting & setup
- ✓ HR/procurement documentation
- ✓ Progress reporting
- ✓ Completion certificates
- ✓ Dedicated support
- ✓ 15-minute call (Optional)

Number of Participants (Seats)	3-Day Intensive	90-Day Access
1-10	\$475	\$575
11-50	\$400	\$500
51-100	\$375	\$475
101-500+	\$300	\$395

Available for 3-Day or 90-Day Access

- Grammar Essentials Jumpstart
- Business Grammar Essentials
- Workplace Grammar & Style
- Proofreading Skill Builder
- Copyediting Basics 101
- Grant Writing Essentials
- Smarty Pants Vocabulary
- Public Speaking Skills & Drills
- Inclusive Workplace Writing
- SEO Essentials for Social Media
- Prompt Writing Essentials
- High-Impact Business Writing Skills



# Training Solutions

## Course Bundle Packages

**Write Well University™** provides high-quality, on-demand corporate training designed to strengthen workplace writing, communication, and digital competencies.

### PACKAGE A: Core Workplace Writing

- Grammar Essentials Jumpstart PRO
- Business Grammar Essentials PRO
- Workplace Grammar & Style PRO

### PACKAGE B: Professional Writing

- Proofreading Skill Builder PRO
- Copyediting Basics 101 PRO
- Grant Writing Essentials PRO

### PACKAGE C: Communication

- Public Speaking Skills & Drills PRO
- Smarty Pants Vocabulary Builders PRO
- Inclusive Workplace Writing PRO

### PACKAGE D: AI & Digital Skills

- Prompt Writing Essentials PRO
- SEO Essentials for Social Media PRO
- High-Impact Business Writing Skills PRO

### OUTCOMES:

- Produce cleaner communication with fewer revisions, saving time and reducing errors.
- Strengthen quality control, reduce errors before publication, and support brand consistency.
- Communicate respectfully with confidence and professionalism.
- Improve chances of securing funding by producing compelling proposals and documents.
- Gain essential AI + digital communication skills needed for modern workplaces.

## Full Course Catalog



# Pricing List

## Course Bundles



### Training fees based on:

- Number of seats (participants)
- 25-seat minimum
- Access tier (e.g., 3-day, 90-day, 6/12-month)
- Course bundle selection
- Corporate package fee

### Corporate Bundle Package & Admin Fees

A one-time fee per contract covering setup, enrollment, reporting, and support:

- 25-50 seats = \$1,250
- 51-150 seats = \$2,500
- 151-500 seats = \$5,000
- 501+ seats = \$7,500

#### Package Fee Covers:

- ✓ LMS hosting & setup
- ✓ HR/procurement documentation
- ✓ Progress reporting
- ✓ Completion certificates
- ✓ Dedicated support
- ✓ 15-minute call (Optional)

Available for  
3-Day, 90-Day,  
6/12-Month  
Access

- Grammar Essentials Jumpstart
- Business Grammar Essentials
- Workplace Grammar & Style
- Proofreading Skill Builder
- Copyediting Basics 101
- Grant Writing Essentials
- Smarty Pants Vocabulary
- Public Speaking Skills & Drills
- Inclusive Workplace Writing
- SEO Essentials for Social Media
- Prompt Writing Essentials
- High-Impact Business Writing Skills

Number of Courses	3-Day Intensive (Per seat)	90-Day Access (Per seat)	6/12-Month Access (Per seat)
2	\$375	\$450	\$575
3	\$475	\$650	\$875

#### Bundle Enrollment Terms:

- All bundle packages require a **25-seat minimum.**\*\*
- If offered, a **5% discount** begins at **50+ seats** off invoice subtotal.



# Implementation Timeline

The **Write Well University™** team specializes in **fast turnarounds** to deliver the products you have paid for as quickly as possible, within hours of receipt of payment.

**However, the overall timeframe for enrolling participants in the training depends on the prompt cooperation of the sponsoring organization.**

- **STEP 1:** Contract approval and payment
- **STEP 2:** Setup of LMS access and onboarding materials
- **STEP 3:** Delivery of enrollment instructions
- **STEP 4:** Training completed within the access window
- **STEP 5:** Certificates automatically generated

## Your Organization Will Receive:

- Detailed onboarding instructions
- Progress reporting (as requested)
- Support for login or access issues

## Corporate Responsibilities

*Your organization agrees to:*

- Provide accurate participant names and email addresses
- Ensure that each participant uses their unique login
- Communicate deadlines and expectations to employees
- Confirm acceptance of course access terms
- Submit payment prior to receiving course access



# Terms & Conditions



- In addition to this proposal, please see the contract (letter of agreement) for full terms and conditions.
- All course content is protected by copyright and may not be duplicated, shared, or redistributed.
- Access is valid only for the contracted period (i.e., 3 Days, 90 Days, 6 or 12 Months).
- Seats are non-transferable once assigned.
- Certificates require full 100% course completion.
- Refund policies are outlined in the contract letter of agreement.
- Additional fees apply for changes to the enrollment roster after activation.



# Proposal Acceptance



By signing below, your organization agrees to the training scope, pricing, and terms outlined in this proposal.

**Authorized Representative:**

• Name: \_\_\_\_\_

• Title: \_\_\_\_\_

• Organization: \_\_\_\_\_

• Signature: \_\_\_\_\_

• Date: \_\_\_\_\_

**Final Steps:**

- Sign the contract
- Pay the invoice
- Receive enrollment instructions



# THANK YOU!



## Letter of Agreement for Independent Contractor Services

*Write Well University™*  
*Onyx Online Education, LLC*

AGREEMENT entered into as of \_\_\_\_\_ between the Director and the Sponsoring Organization as listed below.

(Hereinafter referred to as the “Sponsoring Organization or Client”) and **Ashan R. Hampton**, (Hereinafter referred to as the “Director”).

For purposes of this Agreement, ‘Director,’ refers to the owner/instructor; ‘Write Well University™’ is the registered DBA/fictitious name, and ‘Onyx Online Education, LLC’ is the registered business name which may be used interchangeably.

The Parties hereto agree as follows:

**Sponsoring Organization:** \_\_\_\_\_

**Representative’s Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**How will the group enrollment fee be paid?**

**Credit/Debit** \_\_\_\_\_ **Check/Money Order** \_\_\_\_\_ **Zelle (ACH)** \_\_\_\_\_



- Services to be Rendered.** The Director agrees to perform the following services for the Client: Provide online workplace communications courses via the Director’s proprietary LMS web-based online course platform in the form of group enrollment for single courses or custom course bundles delivered to participants from the Sponsoring Organization. The terms “courses” and “classes” are used interchangeably throughout. All fees must be paid before group course enrollment begins.

**Name of Class(es):**

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2. **Access (Duration):** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

3. **Number of Participants:** \_\_\_\_\_

4. **Proposal Incorporation:** The terms and conditions in the ***Write Well University™ Business Proposal*** is hereby incorporated by reference into this Agreement and, together with this Contract/Letter of Agreement, and invoice, constitute the full understanding between the parties.

5. **Materials to be submitted by the Representative of the Sponsoring Organization:**  
 Completed registration form, signed contract, payment, and list of participants.

6. **Admin Fees:** A one-time corporate package fee per contract is required to cover the cost of certificates, reserving course access, and enrollment for the Sponsoring Organization.
7. **B2B Course Access: 3 days, 90 days, or 6/12 month access. All students are allowed to complete the course within the contracted time-frame.** The course will expire at the contracted access time limit. However, the course could be administratively closed after the last paid student has completed the course, even if it is before the course expiration, by request.
8. **Training Delivery Method:** All courses are delivered in a fully online, self-paced format through Write Well University™'s proprietary learning management system. No live instruction, synchronous sessions, or facilitated workshops are included unless explicitly stated in writing and agreed upon by both parties in a contract addendum.
9. **Included Services:** Services are limited to the courses, materials, access duration, and administrative support outlined in the approved proposal and invoice. Custom content development, curriculum modification, live facilitation, individualized coaching, or consulting services are not included unless contracted separately in writing.
10. **Implementation Timeline:** Training implementation timelines are dependent upon timely receipt of payment, participant information, and required approvals from the Sponsoring Organization. Write Well University™ is not responsible for delays caused by incomplete or late submissions from the client.
11. **No Guarantee of Results:** While the training is designed to support professional skill development, Write Well University™ does not guarantee specific performance outcomes, productivity gains, or financial results. Individual results may vary based on participant engagement and application of course content.
12. **Price Discounts:** Any discounts, if offered, must be explicitly stated in writing on the invoice and approved by the Director. No implied or assumed discounts apply.
13. **Governing Law and Venue:** This Agreement shall be governed by and construed in accordance with the laws of the State of Arkansas. Any legal action arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located within the State of Arkansas.
14. **Sales Tax:** Applicable state and local sales tax will be calculated on the invoice at the rate in effect at the time of billing, as required by law. Both parties understand that the rate can vary.
15. **Intellectual Property:** All course content, materials, videos, assessments, and related intellectual property remain the sole property of Write Well University™ and Onyx Online Education, LLC. No license or ownership rights are transferred to the Sponsoring Organization beyond the limited right to access the training during the contracted period.
16. **Confidentiality:** Both parties agree to maintain the confidentiality of proprietary information and participant data exchanged under this Agreement. Participant information will be used solely for enrollment, course access, and administrative reporting purposes.
17. **Limitation of Liability:** In no event shall Write Well University™ or the Director be liable for any indirect, incidental, consequential, or special damages arising out of this Agreement. Total liability, if any, shall not exceed the amount paid under this Agreement.
18. **Force Majeure:** Neither party shall be liable for any failure or delay in the performance of its

obligations under this Agreement (other than payment obligations) if such failure or delay is caused by events beyond its reasonable control (“Force Majeure Event”). Force Majeure Events may include, but are not limited to, acts of God, natural disasters, fire, flood, pandemic, epidemic, public health emergency, war, terrorism, civil unrest, labor disputes, governmental orders or regulations, power outages, internet or telecommunications failures, system outages, or other circumstances beyond the reasonable control of the affected party. The affected party shall promptly notify the other party of the Force Majeure Event and use commercially reasonable efforts to resume performance as soon as practicable. Performance under this Agreement shall be suspended for the duration of the Force Majeure Event. If a Force Majeure Event continues for a period of thirty (30) days or more and substantially prevents performance, either party may terminate this Agreement upon written notice, without penalty. In such case, the Sponsoring Organization shall be responsible for payment of services rendered and access provided up to the effective date of termination.

19. **Group Registration Requirements:** A list of participants and payment in the form of a credit/debit card, PayPal, 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 or money orders will only be considered for local clients and must be cleared before student enrollment begins.
20. **Payment Calculations (Single Courses/Bundles):** The total payment includes the price of each seat per person, total number of participants, corporate package fee, sales tax, and discount (if applicable). Sales tax will be calculated on the invoice in accordance with current state and local tax requirements.
21. **Group Payment Procedure:** The Director will send an invoice for the total amount. **Checks and money orders are discouraged, but not excluded.** Students can begin enrolling once payment has been successfully cleared and processed. After submitting the invoice, the group contact person will make the payment by credit/debit card. If paying via PayPal or Zelle, please contact the Director for specific payment instructions.

### **Cancellation Policy/ Rescheduling**

22. The sponsoring organization is allowed to reschedule class sessions to fit its needs. **However, rescheduling must occur BEFORE any participants have been enrolled in the course(s). The sponsoring organization cannot reschedule a class once participants have been enrolled.** If payment has already been received, no money will be refunded. **The number of participants must match the original payment for the reschedule.**
23. For example, if the sponsoring organization paid for 25 participants, only 25 people will be allowed to access the class when it is rescheduled. **If one participant drops out, another can be swapped in that person’s place, not to exceed the original number of participants.**
24. If a participant is replaced, the contact person for the sponsoring organization must submit registration information for the new person to the Director before the class session begins.
25. If additional participants want to join the rescheduled class, additional registration fees must be submitted for these new enrollees before class begins. However, no additional administrative fee will be assessed.
26. **Termination of Agreement:** This Agreement may be terminated by either party upon written notice if the other party materially breaches the terms of this Agreement and fails to cure such breach within ten (10) business days of receiving written notice. The Sponsoring Organization may terminate this Agreement for convenience by providing

written notice prior to the start of course access. However, rescheduling without penalty is strongly encouraged versus termination. In such cases, any administrative or package fees already paid are non-refundable. Once course access has begun, the Agreement may not be terminated for convenience, and no refunds will be issued for any fees paid. Write Well University™ reserves the right to terminate this Agreement immediately upon written notice if the Sponsoring Organization fails to remit payment in accordance with the agreed payment terms or violates the intellectual property or usage provisions of this Agreement.

Upon termination for any reason, all access to course materials shall end immediately, and the Sponsoring Organization shall remain responsible for payment of all fees incurred prior to termination.

**27. No refunds:** The Director and the Sponsoring Organization agree that payment signifies the due intentions of both parties to fully deliver and participate in the scheduled online class sessions—with or without a signed contract. **No money will be refunded once payment has been received and processed.** Instead, best efforts will be made to reschedule and deliver the contracted services. However, if some unforeseen circumstance absolutely prevents the Director from delivering the session as scheduled, only then will issuing a refund be considered. **A change of mind, buyer's remorse or a change of decision-making leadership on the organization's behalf does not constitute a justifiable reason for a refund.**

**Warranties.** The Director warrants as follows:

- (A) The Director is fully able to enter into and perform his/her obligations pursuant to this Agreement. The Director is solely responsible for directing and controlling the performance of the services, including the time, place, and manner in which the services are performed. The Director shall use best efforts, energy, and skill to perform the services described in this contract.
- (B) All services shall be performed in a professional manner.
- (C) If employees or subcontractors are to be hired by the Director they shall be competent professionals that will deliver services in the same manner as the Director.
- (D) The Director shall pay all necessary local, state, or federal taxes, including but not limited to withholding taxes, workers' compensation, F.I.C.A., and unemployment taxes for the Director and the Director's employees or contractors.
- (E) This Agreement, the *Write Well University™ Business Proposal*, and invoice contain the entire agreement between the parties hereto with respect to the transactions contemplated herein. The language of all parts of this Agreement and supporting documents (including the *Write Well University™ Business Proposal* and invoice) will in all cases be construed as a whole in accordance with its fair meaning and not for or against either party.
- (F) All notices provided for in this Agreement shall be given in writing and shall be effective when either served by hand delivery, electronic facsimile transmission, express overnight courier service, or by registered or certified mail, return receipt requested, addressed to the parties at their respective addresses as set forth at the beginning of this Agreement, or to such other address or addresses as either party may later specify by written notice to the other.

(G) This Agreement does not create an obligation on the Sponsoring Organization or Client to continue to retain the Director's services beyond this Agreement's termination. This Agreement may not be changed unless mutually agreed upon in writing by both parties.

**Relationship of Parties.** Both parties agree that the Director is an independent contractor. This Agreement is not an employment agreement, nor does it constitute a joint venture or partnership between the Sponsoring Organization or Client and Director. Nothing contained herein shall be construed to be inconsistent with this independent contractor relationship. The Sponsoring Organization or Client and Director expressly agree and understand that the Director is an independent contractor and nothing in this Agreement shall be construed in any way or manner to create between them a relationship of employer and employee, principal and agent, partners or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of the Agreement. Accordingly, the Director acknowledges that the Director and Sponsoring Organization or Client are not eligible for any company benefits, including, but not limited to, health insurance, retirement plans or stock option plans. The Director is not the agent of the Sponsoring Organization or Client and is not authorized and shall not have the power or authority to bind the Sponsoring Organization or Client or incur any liability or obligation, or act on behalf of the Sponsoring Organization or Client. At no time shall the Director represent as an agent of the Sponsoring Organization or Client, or that any of the views, advice, statements and/or information that may be provided while performing the Services are those of the Sponsoring Organization or Client.

THE ABOVE IS SIGNED AND AGREED TO BY THE SPONSORING ORGANIZATION (CLIENT) AND THE DIRECTOR (Ashan R. Hampton) as of the date set forth below:

Client Named Designee \_\_\_\_\_  
e-Signature or Typed Name

Date Signed: \_\_\_\_\_

Director \_\_\_\_\_  
e-Signature or Typed Name

Date Signed: \_\_\_\_\_

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**Contact Information:**

Ashan R. Hampton, Director  
*Onyx Online Education, LLC*  
 Write Well University™  
 600 E. Capitol Ave #1012  
 Little Rock, AR 72203

**Email:** director@writewelluniversity.com  
**Websites:** www.writewelluniversity.com  
 www.arhampton.com  
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