



Cornerstone Communications, DBA  
**PRO Writing Skills Academy**  
**Online Courses**

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[www.prowritingskills.com](http://www.prowritingskills.com)

**Services:** Online Classes, Books,  
Business Writing Coaching, Writing  
Assessments

## Our Classes

Our online classes are ready for you to access. No waiting for set up. Click the links below for full descriptions and pricing.

### Grammar Essentials

**Jump-start:** Increase your grammar knowledge, and write more sophisticated sentences.

[View Details](#)

### Business Grammar

**Essentials:** Learn how to correct style and usage concerns like when to use "who" or "whom," etc.

[View Details](#)

### Core Grammar

**Essentials:** Good writing starts with good grammar. How comfortable are you with your grammar skills?

[View Details](#)

**Proofreading Power:** Can you catch errors in your own writing? Learn to proofread through practical exercises.

[View Details](#)

**Public Speaking Skills & Drills:** Learn how to deliver effective speeches and oral presentations.

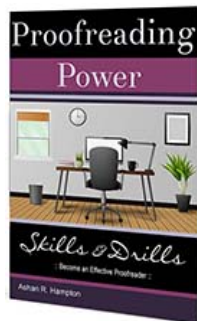
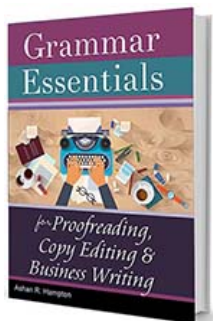
[View Details](#)

### Smarty Pants Vocabulary

**Builders:** Learn French, Latin, German, Italian words and phrases.

[View Details](#)

## Bulk Book Orders



Add our books to your organization's library for only \$20 each! Order for your employees. Get a **10% discount** off total orders of **11-24 books**, and **15% off** for 25+ copies. Once payment is received, your books will be shipped directly from the publisher. Click each title for full book descriptions, or visit our websites (listed above) for order links from [Amazon](https://www.amazon.com) and [Lulu.com](https://www.lulu.com).

## What You Need to Get Started

1. Registration Form
2. Contract for Services
3. Invoice for Payment
4. Enrollment Info: login name, password, company code

## Group Online Course Enrollment Terms of Service

### **GROUP ENROLLMENT PROCEDURES:**

#### **Scheduling:**

1. Choose a class or multiple classes. **Call or email** with a start date in mind for your class sessions. Online access to classes is available on the weekend. Maximum of **50 participants** per class.
2. Use the **registration form** to submit to us a list of participants. Please include valid email addresses. The certificate of completion will be sent to the email addresses provided.
3. A **contract** stating the terms and responsibilities for the 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 payment of deposit or administrative fee.
4. Group enrollments are assessed a **\$75 administrative fee** to cover processing for registration and certificates of completion.
5. An **invoice** for payment will be emailed to the group contact person.

#### **Payment:**

- **Pricing varies by course.** Please visit [www.prowritingskills.com](http://www.prowritingskills.com) for current prices per person.

- **Discount:** Groups of **11-24** participants of **receive 10% off** the total amount due for each class. Groups of **25-50** participants of **receive 15% off** the total amount due for each class. This discount only applies to online classes, not apply to books, workshop fees, or other products or services.
- **Payment calculation:** The total payment equals the **price of the class** per person multiplied by the **total number of participants, plus the administrative fee**. For example:  $\$107 \times 15 + \$75 = \$1680$ .
- **Group payment option #1 (online):** You will be given one total amount. On the **class website**, the group contact person will submit login information, and make the payment. After payment is received, your contact person will receive the following **registration information** for each participant: 1) user login name, 2) password and 3) a company coupon code that gives each participant free access to the course. This coupon will also be used to track your group's progress. Certificates will be released based on individual progress throughout the class.
- **Group payment option #2 (online):** A **PayPal invoice** will be sent to the group contact person. Credit card payment for the total amount due will be submitted through PayPal. After payment is received, your contact person will receive the following **registration information** for each participant: 1) user login name, 2) password and 3) a company coupon code that gives each participant free access to the course. This coupon will also be used to track your group's progress. Certificates will be released based on individual progress throughout the class.
- **Group payment option #3 (mail):** A **check or money order** will be mailed to the instructor—DBA: Cornerstone Communications. After payment is received, your contact person will receive the following **registration information** for each participant: 1) user login name, 2) password and 3) a company coupon code that gives each participant free access to the course. This coupon will also be used to track your group's progress. Certificates will be released based on individual progress throughout the class.

### **Class Progress:**

- Your group has **3-day, 24/7 access** to each online class. However, the sponsoring organization can require participants to finish sooner than the allotted time. If you want to adjust the timeframe for less time, please let us know. No extra time beyond 3 days will be provided.

- Each participant must maintain his or her own individual class account. Logins cannot be shared. Progress will only be tracked for one person.
- Each participant must complete every lesson, and score 80% on all quizzes to receive a certificate of completion.
- Your company code will be used to track your group's progress throughout the course.

### **Certificates of Completion:**

- After your class session closes, progress for each participant in your group will be tallied. Certificates will be generated for those who have successfully completed the course.
- Each certificate will bear the participant's name, and will be emailed to each participant—as a PDF document—to the address listed on the registration form.
- As an alternative, one single PDF file that contains the certificates for all participants can be downloaded by the group contact person. In this way, the certificates can be printed and distributed by the designee for the sponsoring organization.
- Certificates are generally sent 24-48 hours after class completion. However, please allow extra time for holidays and high enrollment volumes, not to exceed 7 days after course completion.

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### **Additional Questions?**

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

**Website:** [www.prowritingskills.com](http://www.prowritingskills.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. In recent years, Udemy.com recognized her as a top instructor based on student feedback and class ratings. Ashan owns and operates Cornerstone Communications, D.B.A.: Easy Edits Writing Services and the PRO Writing Skills Academy.



# Online Class Registration Form

PRO Writing Skills Academy

Please fill in the form below and submit payment.

**\*All information required for processing.**

**\*Contact First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**\*Company Name:** \_\_\_\_\_

**\*Business Address:** \_\_\_\_\_

**\*City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**\*Contact Phone Number:** \_\_\_\_\_

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

**\*Registration Fee (Online)** \_\_\_\_\_ **(Mail)** \_\_\_\_\_

**\*Class Participants:** Please use the chart on the next page to list all participant information.

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**Make check or money order payable to:**  
Ashan R. Hampton / DBA: Cornerstone Communications

**Group** payments will incur a **\$75** administrative fee.

# Class Participants

First Name	Last Name	Email Address
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**Letter of Agreement for Independent Contractor Services**  
**PRO Writing Academy Online Classes**

AGREEMENT entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018 between

\_\_\_\_\_

(hereinafter referred to as the “Sponsoring Organization or Client”) and **Ashan R. Hampton**, (hereinafter referred to as the “Facilitator”). The Parties hereto agree as follows:

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

Representative: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_



All fees must be paid before scheduled online class as outlined in contract items #10 & #11.

Sponsoring organization making payments? \_\_\_yes \_\_\_no

Participants paying own fees online? \_\_\_yes \_\_\_no

1. **Services to be Rendered.** The Contractor agrees to perform the following services for the Client:

\_\_\_\_\_

**Name of Class:** \_\_\_\_\_

2. **Duration:** \_\_\_\_\_

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

4. **Materials to be Submitted by Sponsoring Organization:** Completed registration form listing each participant, contract, invoice, payment.

5. **Class Fee:** Price per person, plus a one-time \$75 administrative fee.

6. **Duration:** 3 days, 24/7 access.

7. A one-time \$75 pre-registration administrative fee is required to cover production costs.

8. Each class limited to **50 participants**.

9. **Organization's Advance Registration:** Completed registration forms, contract, invoice, and a check, money order or credit card payment covering the total amount due must be submitted before the online class session begins.
10. **Payment Calculations:** The total amount due for payment equals the price of the class per person multiplied by the total number of participants, plus the administrative fee. For example:  
 $\$107 \times 15 + \$75 = \$1680$ .
11. **Discount:** Groups of **11-24 participants** of receive **10% off the total amount due** for each class. Groups of **25-50 participants** of receive **15% off** the total amount due for each class. This discount only applies to online classes, not apply to books, workshop fees, or other products or services.
12. **Cancellation:** Due to the asynchronous nature of online classes, cancellation is not required. Class sessions can simply be rescheduled at the request and convenience of the sponsoring organization. However, if cancellation is absolutely necessary, then **cancellation must occur BEFORE** any participants have been enrolled in the course(s). The sponsoring organization cannot cancel a class once participants have been enrolled, the fees have been paid, and the class session has begun. The \$75 administrative fee will not be refunded, if it has already been paid.
13. **Rescheduling:** 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. 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. If a participant is replaced, the contact person for the sponsoring organization must submit registration information for the new person to the facilitator before the class session begins. If additional participants want to join the rescheduled class, additional registration fees equaling the price per person for the online course must be paid for these new enrollees before class begins. No additional administrative fee will be assessed.
14. **No refunds:** The facilitator 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. No money will be refunded once payment has been received and processed.



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

- (A) Facilitator is fully able to enter into and perform its obligations pursuant to this Agreement.
- (B) All services shall be performed in a professional manner.
- (C) If employees or subcontractors are to be hired by Facilitator they shall be competent professionals.
- (D) Facilitator 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 Facilitator and its employees.

**Relationship of Parties.** Both parties agree that the Facilitator is an independent contractor. This Agreement is not an employment agreement, nor does it constitute a joint venture or partnership between the Client and Facilitator. Nothing contained herein shall be construed to be inconsistent with this independent contractor relationship.

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

Client Designee \_\_\_\_\_

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

Facilitator \_\_\_\_\_

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