



## Course Offer Letter

### Dear Student,

A warm greeting from Focuz Academy !!!

We would like to inform you that you have duly registered for the educational programme.

### About Focuz

The Focuz Academy is one of the pioneers in distance education and super child of a giant education entity, Brill Group, based in UAE. Focuz Academy is well - versed in providing state-of the art learning infrastructure and services at your convenience. We do facilitate a wide range of career choice in distance education across Kerala. sorts of educational services such as Distance Education, University Admission and Educational Consulting.

We are very pleased to inform you that you are duly registered in our course and that your registration details will be

### Student Details

Name of the Student	ABIN GEORGE
Registered Mobile Number	9072091248
Email Address	abingearge96@gmail.com
Course / Specialization	BA SOCIOLOGY/HISTORY, POLITICAL SCIENCE
University	
Center	
Track ID	45,000/-
Piad	7,500/-

Initial Receipt Number	16,688
Admission Executive	JINCY
Customer Relation Executive	ATHIRA
Contact Number	+91 8086652555
Email	<a href="mailto:abhiachuzvz007@gmail.com">abhiachuzvz007@gmail.com</a>

**[www.focuzacademy.com](http://www.focuzacademy.com)**



## Course Phases

Your course has different phases that make it easier to complete a degree certificate. All of these phases are as follows.

### 1. Admission Phase

This is the first step, once you have completed your admission discussion at an initial fee, you will be registered and will be assigned to a student relation executive.

Once the center registration has been completed, you will be provided with a track ID, through which we can track your application in the center. For the purpose of university registration, we ask all our student to send a clear copy of the documents listed below to the email ID, Indicating the name and track ID as subject to:

[focuz.admissiondocs@gmail.com](mailto:focuz.admissiondocs@gmail.com)

- Secondary Certificate
- Higher secondary certificate or equivalent
- Degree certificate (for master students)
- Aadhar front and back page
- Passport size photo

#### Immediate Services after Admission

- Student will receive receipt on same day of registration.
- Student will receive course offer letter through mail on next day of admission.
- Each Student will assigned to a student relation executive and CRE will be contacting the student on the next day of admission.
- Student will receive an invitation for weekly lectures.
- On the next day of admission, University assignment question with guidelines will be receiving in students registered mail id.

**If any service not received on next day of admission, students can mail to:**

[focuz.solutions@gmail.com](mailto:focuz.solutions@gmail.com)

### 2. Registration Phase

Minimum fee of university registration will be first year fee.

Students can check their University registration, Photo verification, Course & Specialization verification, Study material, Pre-recorded classes, Exam notification, Exam result, etc...

University registration will be completing within four week of admission.

**Total fee includes:**

- University Registration
- Academic Registration
- Examination Fee
- Specialization Fee
- Documentation Fee
- Service Charge

**Total fee not includes:**

- Final Certificate Fee
- Back Paper Fee  
(If student fail/absent for any subject)

Once completing LMS, student can access text book soft copy in their university portal.

University text books will only issued to the students after the center registration. There will be an extra charge for hard copy (Hard copy). Once you get the text books student should give the students affairs executive the acknowledgement.

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### 3. Study Materials

University Registration begins as per the notification from the university and end on or before a specified date updated by your student's affairs executive.

First semester fee has to be paid one month prior to university registration. If you do not meet the criteria, you will not be registered and proceed to the next batch.

Student has to make sure we received all your educational documents via email, as mentioned in the initial admission.

### 4. University Registration Phase

University registration process will commence after receiving all necessary documents and fees.

### 5. Assignment

Students must receive an acknowledgement from executives that their assignment or projects have been accepted in accordance with the guidelines.

The Assignment should be hand written, and all subject of the semester should be bound together and not separated.

**The submission of assignment is mandatory one month prior to examination date. If not, there will be a submission paper fee.**

After the submission only one examination hall ticket will be issued.

Assignment questions and guidelines are available in student's portal.

### 6. Project Work

Project work is compulsory for student of final year.

Students must strictly follow the guidelines to prepare a project.

**The project submission is mandatory one month prior to examination date. If not, there will be a chance of project submission.**

### 7. Examination Phase

A qualifying fee have to be paid one month prior to the registration date of the examination at the university.

Academy will be registering student after checking their fee eligibility and assignment status.

Students will receive examination time table, Examination writing guidelines, and hall tickets before the examination.

**All students should strictly adhere to exam rules and regulations.**

## 8. Result & Mark List Phase

After the examination, the university will publish the result within three months, our center will not be responsible on the part of the university.

If you do not attend a minimum of 3 subject per semester, your academic year will be extended to the following year. You will have to pay the back-paper registration fee to reappear the examination.

The date and venue of the convocation ceremony shall be fixed by the university. There would be a fee for convocation certificate.

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## 9. Convocation & Degree Certificate

If, for any reason the student does not attend the convocation ceremony, they shall be asked to pay the Provisional fee and to collect the certificate directly from the academy.

Our service extends until the end of the semester. Students have the option to apply for the main degree certificate from the university, or we can apply on their behalf, with charges applicable for the service.

## 10. Reference Claim

Students can refer their friend or relatives to the academy after their successful enrollment they can claim a discount voucher in their total fee and if the referee is not a student then can claim 100% of amount as cash.

## Points to Remember

- Students should keep all receipts issued from academy voucher.
- Students should complete their semester fee one month prior the examination.
- Fee needs to be remitted through official mediums, its compulsory to collect receipts against every remittance.
- Focuz would not be responsible for any type of staff commitments like assignments project etc...
- If Students is not submitting assignment project on time, academy won't be responsible for further consequence.
- It is the responsibility of the student to submit genuine, approved Fee - certification on time for the university registration.

## Student's Affairs Executive Details

NAME	: [Executive Name]
CONTACT NO.	: [Contact Number]
EMAIL ID	: [Email Address]
BRANCH	: Focuz Academy, Kochi

If you feel free to convey your suggestions or complaints, Don't hesitate to contact us. For any further queries regarding details of the course, suggestion and free to contact our whats app assistance number @

**(Note: Dear Students,** kindly make sure to either acknowledge the mail or signing and send back the signed softcopy to the same mail. If we are unable to consider as verified and acknowledge it from your end.

Until and unless there is rejection from the university side, there won't be no refund approved.)

## Declaration

I hereby declare that, I accept and agree all the terms and conditions in the offer letter and will abide all the rules and regulations of the institution. I understand that, if any kind of delay from any side which affect successful completion of my course the center would not be responsible.

**Name of student :**

\_\_\_\_\_

**Date :**

\_\_\_\_\_

**Sign :**

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