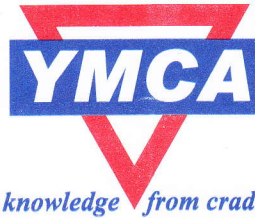


YMCA COMPREHENSIVE INSTITUTE



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"Seek knowledge from cradle to grave"

2nd October, 2021

YCI/ADM/CIR/005

Dear Parent/Guardian

END OF QUARTER CIRCULAR

Greetings From The Institute Fraternity.

1.0 INTRODUCTION

Today, **Saturday, 2nd October, 2021** marks the end of the Academic Quarter which started on **Monday, 3rd May, 2021**. Unfortunately the quarter was interrupted by the second wave of the **COVID 19** Pandemic that led to a National lockdown in June 2021. We thank God for keeping us safe, alive, and in good health during this period and we extend our condolences to the families that lost their loved ones during this period.

2.0 ONLINE STUDIES

The Institute has continued to conduct online study sessions and sending Teaching materials on line. We appreciate the efforts made, to enable our students / learners attain their academic obligations during this trying time e.g Provision of Laptops, Smart phones and access to internet (Data). We continue to request for more support towards this cause given the prevailing circumstances, and we encourage our students to attend the on-line classes. Take Note: **No additional fees** will be charged to students for online studies.

3.0 RESEARCH PROPOSAL

All Year 11 quarter 2 Diploma students are expected to prepare a research proposal and a fee of **shs. 40,000/=** will be charged.

4.0 END OF QUARTER EXAMINATIONS

The end of Quarter exams for August 2021 will be conducted from **Monday, 1st to Saturday, 6th November, 2021** after official opening of institutions and thereafter we shall continue with the physical classes in the new quarter. The examination timetable will be availed to the learners on the e-learning and other social media platforms. We encourage our learners to continue revising the reading materials provided.

5.0 INTERNSHIP

We realize that, getting internship placement is a challenge, and we advise our students in the final quarter to begin looking for placements early enough to enable them complete their courses in time. All finalists will be undertaking their internship at the end of the quarter in their areas of study for a maximum period of two (2) months and a fee of **shs 100,000/=** which will be added to the Tuition fee in the final quarter for finalists.

6.0 COMPUTER LECTURES

We wish to inform you that Computer Applications are paid for in **Quarter II** with exception of Computer Science Studies, and an additional fee of **shs 50,000/=** is normally added on Tuition Fees. In addition to quarter II, the following classes will undertake Computer lessons:

COURSE	QUARTER	COURSE	QUARTER	COURSE	QUARTER
Catering	Dip /Cert I Qtr 3	Cosmetology	Dip Qtr3 & Cert Qtr 4	Fashion	Dip Qtr & Cert Qtr 3
Business	Dip Qtr5 & Cert Qtr 4	Electrical	Dip Qtr 5 & Cert Qtr 3	ECD	Dip Qtr 4 Cert Qtr 2
Secretarial	Dip Qtr 3, 4 & 5 Cert Qtr 3 & 4	Plumbing & Motor Vehicle	Cert I Qtr 3 & Elem 3	Art	Dip Qtr 4, 5 & 6 & Cert Qtr 3, 4, & 6
Journalism	Dip / Cert Qtr 3	Tours, Clearing PPM	DIP / Cert Qtr 5 Dip / Cert Qtr 4	Guidanc	DIP / Cert Qtr 3

7.0 COVID 19 VACCINATION

We continuously advise our students **to vaccinate** as directed by the President of the Republic of Uganda, Ministry of Health, and the Ministry of Education and Sports to always observe and respect the **Standard Operating Procedures (SOPs)** at all times i. e **Wearing a Mask, Washing of hands** or **sanitizing** frequently and **social distance** to **control** the **spread of Covid 19.**

8.0 STUDENTS' REGISTRATION

Students are reminded that **Registration is mandatory** at every beginning of a quarter. We therefore remind the students to have made a payment of **at least 70% of the Tuition Fees** and always obtain a Financial Statement for any payment made.

9.0 TUITION FEES

The Tuition Fees has remained **unchanged** for all students, however, we wish to remind all those students who had not cleared fees, to do so before sitting their examinations: The tuition fees will be maintained as follows:

Department/Course	Amount(s)	Amount(s)
Secretarial, Business, Customs & Clearing , Guidance , Project Mgt, Tourism, and Early Childhood Dev't Teacher Education	390,000/=	370,000/=
Catering, Computer Science, Electrical Engineering, Journalism , Industrial Art , Cosmetology, Plumbing, Automotive Mechanics, Events & Decoration	420,000/=	400,000/=
Fashion & Designing / Tailoring	400,000/=	380,000/=
Early Childhood Dev't Teacher Education (Distance)	470,000/=	420,000/=
English for Adult Learners		330,000/=

Hostel accommodation is **Shs 500,000/=** (including meals) plus 10 rolls of toilet tissue (**big size**). Students are advised to report with a mosquito net for their benefit. All tuition payments should be made in any of the following banks or their branches throughout the country in the name of **YMCA Comprehensive Institute**

BANK	ACCOUNT NO.	BANK	ACCOUNT NO.
Bank of Africa	02022350002	Housing Finance Bank	0200047522
Centenary Bank	3710600053	ECO Bank	0080096105239001
Stanbic Bank	9030005853000	Equity Bank	1039200875951

10.0 ADMISSION OF NEW STUDENTS

Admission of new students is in progress for the **October / November, 2021 intake** . All interested parties should report to the Academic Registrar's office with the following items for enrolment. The Quarter will begin on Monday, 1st November, 2021


- An identity card of the previous school or National Identity Card
- 'O' level and 'A' level passlips where applicable
- Application fee **Shs25,000/=**(Diploma/Certificate) and Degree **Shs 35,000/=**

11.0 NEW ACADEMIC QUARTER

The next academic quarter will commence on **Monday, 4th October, 2021** for all continuing students with **virtual lectures (on line)** and students are reminded to make a deposit of at least 70% of Tuition fees in the new quarter.

We thank you once again for your continued co-operation.

Yours faithfully,


Sarah Nalubowa Kitaka
DEPUTY PRINCIPAL
C.C Principal

