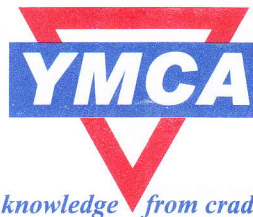


YMCA COMPREHENSIVE INSTITUTE



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"Seek knowledge from cradle to grave"

YCI/ADM/CIR/005

8th October, 2021

Dear Parent/Guardian

DEGREE CIRCULAR AND CONTINUATION OF SEMESTER TWO

Greetings from the Institute fraternity.

1.0 INTRODUCTION

The second semester for the degree students started on **Monday, 24th May, 2021**. Unfortunately, the semester was interrupted by the second wave of the **COVID 19** Pandemic that led to a second 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 MID-SEMESTER TESTS

Mid-semester tests will be conducted from **Monday, 1st to Wednesday, 3rd November, 2021** after official opening of institutions and thereafter we shall continue with the physical classes. The test timetable will be availed to the learners on the e-learning platform and other social media platforms.

We encourage our students to continue revising the reading materials provided. The students should hand in their assignments during the week of tests.

4.0 PERMITS FOR TESTS

The students will be issued with the **permits for tests** which will be used during the time of sitting the tests. Issuing of permits will begin on 18th October, 2021; The following courses will pick their permits on the following days:

NO.	NAME OF COURSE	DATE OF COLLECTING PERMITS
1.	BBA, BIT & HEC	Mon. 18 th , Tue. 19 th , Mon. 25 th & Tue. 26 th Oct, 2021
2.	BCH & BJM	Wed. 20 th , Thu. 21 st , Wed. 27 th & Thu. 28 th Oct, 2021
3.	BSA , BAD (Fashion) & BAD (Industrial ART)	Fri. 22 nd , Sat. 23 rd , Fri 29 th & Sat. 30 th Oct, 2021

5.0 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**.

6.0 FEES PAYMENT AND STUDENTS' REGISTRATION

Students are reminded that **Registration is mandatory** at every beginning of a semester. 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.

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


7.0 ADMISSION OF NEW STUDENTS

Admission of new students is in progress. All interested parties should report to the Academic Registrar's office with the following items for enrolment. The semester will continue with the face to face lectures from **Saturday, 6th November, 2021**. All interested parties for new admissions should report to the Academic Registrar's office with the following items for enrolment.

- An identity card of the previous school or National Identity Card
- 'O' level and 'A' level passlips where applicable
- Application fee **Shs35,000/=** for Degree

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

Yours faithfully,


Sarah Nalubowa Kitaka
DEPUTY PRINCIPAL
C.C Principal.

