

YMCA COMPREHENSIVE INSTITUTE



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"Seek knowledge from cradle to grave"

YCI/ADM/CIR/04/005

21st December, 2021

Dear Parent/Guardian

END OF QUARTER CIRCULAR

1.0 GREETINGS FROM YMCA COMPREHENSIVE INSTITUTE.

Today, **Tuesday, 21st December, 2021** marks the end of the Academic quarter which started on Monday, 4th October, 2021 with virtual lectures. We thank you for the co-operation and support throughout this difficult year and looking forward for a better new year 2022.

2.0 ON LINE LECTURES

All our students were encouraged to attend on line lectures and to access notes through the **YCI e-learning platform**, this enabled us complete the curriculum in time and this was followed with the intensive physical lectures in the month of November & December 2021. We advise that students are provided with a smart phone or laptop to enable them attend on line lectures on e learning platform in future.

3.0 END OF QUARTER EXAMS

The end of quarter examinations has been successfully conducted for the classes that completed their syllabus in time. The new students have done tests and their examinations will be conducted next quarter. The rest of the other students' results will be posted online by **Mon, 10th Jan, 2022**.

4.0 VACCINATION OF COVID 19

Following the Presidential address and the Ministry of Health guidelines on opening of Universities and tertiary Institutions in October 2021, it was mandatory to get all our stake holders vaccinated to control the spread of Covid 19. We wish to inform you that 98% of our staff were vaccinated with some students. It is on this background that we advise and urge the students to get vaccinated and obtain a valid **Covid 19 Vaccination Certificate** which will be mandatory and will be used to access the Institute premises from next year 2022.

5.0 INTERNSHIP FOR FINALIST

It is compulsory to all finalists in all courses to carry out internship apart from elementary programs and a fee **shs. 100,000/=** is added to the tuition fee in the final quarter. Those who go beyond the gazetted areas i.e **Mpigi, Luwero, Lugazi, Kayunga** and **Wakiso** will be required to pay an extra fee. The details can be obtained from the Bursar's office, and an official receipt should be obtained for any payments made.

Additional Information:

PROGRAM	FEES	PERIOD OF PAYMENT
Early Childhood Dev't (ECD) School Practice	100,000/=	Cert Qtr III, IV, Dip I & II Qtr 3
Research proposal (Diploma only)	50,000/=	Quarter V only
Secretarial students (a Ream of paper)	20,000/=	Cert & Dip Quarter II & III
Internship assessment booklet available in the Bursar's office	10,000/=	All finalists

6.0 QUARTERLY TESTS

Mid- quarterly tests will run from **Monday, 28th February, 2022**. All students are reminded to have cleared **at least 70%** of their tuition and Hostel fees (where applicable) to be eligible to sit for the tests. A fee of **shs. 20,000/=** will be charged for late registration effective **4th March, 2022**. Full tuition payment (100%) is expected by **Monday, 21st March, 2022**. Students are advised to obtain a **financial statement and statements of results** to enable them know their academic performance.

7.0 COMPUTER LECTURES

It is a policy of the Institute that computer lectures will be paid for in quarter two (2) and subsequently the payment of **shs 50,000/-** will be added on the tuition fee in the same quarter. The following are the additional classes to undertake computer in the next quarter.

COURSE	QUARTER	COURSE	QUARTER	COURSE	QUARTER
Tourism	Dip / Cert 5	Cosmetology	Cert 4	Fashion	Dip 5
Project Mgt	Dip / Cert 4	Secretarial	Dip 4 / Cert 4 & 5	ECD	Cert 4
Clearing	Dip / Cert 5	Indust. Art	Dip 4, 5 & 6 / Cert 4 & 6	Electrical	Dip 5
Business	Dip 5 / Cert 4				

8.0 DISCIPLINE

We continue to remind our students to observe maximum level of discipline while at the Institute campus both Buwambo and Wandegya, and to always follow the Ministry of Health **SOPs** to prevent the spread of Covid 19.

9.0 TUITION FEES FOR NEXT QUARTER

The Tuition fees for next quarter have **remained unchanged**. In addition, Hostel fee is **shs 500,000/=** per quarter (including meals). Students are expected to bring 10 rolls of toilet tissue (big size) and they are advised to report with a mosquito net for their benefit. Hostel facilities for both male and female students are available. All tuition payments should be made in any of the following banks 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	Equity Bank	1039200875951
Stanbic Bank	9030005853000		

10.0 REGISTRATION OF NEW STUDENTS

Admission of new students for all programs is in progress for the **January, 2022 intake**. Interested parties should report with the following:

An identity card from previous school

'O' level and 'A' level pass slips where applicable

Application fee will be **shs. 40,000/=** (Dip/Cert) and **shs.50,000/=** for Degree programs

11.0 NEW ACADEMIC QUARTER

The next Academic quarter will commence on **Monday 10th January, 2022** For Diploma & Certificate programs: We always advise that tuition fees should be cleared before the opening date of the Institute.

We thank you once again for your continued co-operation and we wish you a **Merry Christmas** and a **Prosperous New Year 2022**. We seek Knowledge from Cradle to Grave.

Yours faithfully,


YMCA COMPREHENSIVE INSTITUTE
 Sarah Nalubowa Kitaka
DEPUTY PRINCIPAL
 c.c Principal

