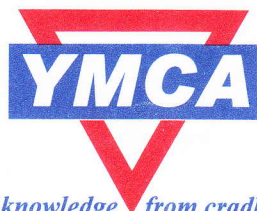


# YMCA COMPREHENSIVE INSTITUTE



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*"Seek knowledge from cradle to grave"*

YCI/ADM/CIR/005

7<sup>th</sup> April, 2022

Dear Parent/Guardian

## END OF QUARTER CIRCULAR

### 1.0 GREETINGS FROM THE INSTITUTE FRATERNITY.

Today, **Thursday, 7<sup>th</sup> April, 2022** marks the end of the Academic Quarter. We thank God for the gift of life and for your continued support and co - operation throughout the quarter.

### 2.0 END OF QUARTER EXAMS

The ends of Quarter exams were successfully conducted and the students' results will be ready on line by **Friday, 13<sup>th</sup> May, 2022**. However, a statement of results can be issued on request.

### 3.0 LECTURES

The Institute activities have normalized after the official opening of the economy. We expect to conduct mid-quarter tests from **Monday, 20<sup>th</sup> to 23<sup>rd</sup> June, 2022** and students will be expected to have cleared at least **70%** of their Tuition fees. We always remind our students to register their subjects at the beginning of the quarter and **pay the tuition fees in time** to avoid a surcharge of **Ug shs. 50,000/=**.

### 4.0 INTERNSHIP AND SCHOOL PRACTICE

The finalists will be undertaking their internship at the end of their sixth (6<sup>th</sup>) quarter ( Year II Quarter III) in their areas of study for a maximum period of two (2) months and will pay a fee of **shs 100,000/=** which will be added to the tuition fees in the final quarter. Those who go beyond **30kms** are 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 relevant charges

PROGRAM	FEES	PERIOD OF PAYMENT
Early Childhood Development (School Practice)	100,000/=	Cert I & II Qtr 3 ; Dip I & II Qtr 3
Research proposal (Diploma only)	50,000/=	Year II Quarter 2 (Qtr V Only)
Secretarial students (a ream of paper)	20,000/=	Certificate & Diploma Qtr 2 & 3

### 5.0 COMPUTER LECTURES

It is an institute policy that every student has to undertake Computer Applications in their programmes, which is payable once in year I quarter 2 at a fee of **shs 50,000/=**: In addition the following classes will also pay for computer lessons.

COURSE	QUARTER	COURSE	QUARTER	COURSE	QUARTER
Tourism	Cert II/ Dip II Qtr 2	Clearing	Cert II / Dip II Qtr 2	Fashion	Dip II Qtr 2
Business	Dip II Qtr 2	Electrical	Dip II Qtr 2		
Secretarial	Cert II / Dip II Qtr 1 & 2	Art	Cert II / Qtr 1 & 3 Dip II Qtr 2 & 3		

## 6.0 TUITION FEES

We wish to inform you that the tuition fees for next quarter will be harmonized as follows;

COURSE / DEPARTMENT	AMOUNT	
	Diploma	Certificate
Secretarial, Business, Customs & Clearing , Guidance , Project Mgt, Tourism, and Early Childhood Dev't Teacher Education	420,000/=	400,000/=
Catering, Computer Science, Electrical Engineering, Journalism , Industrial Art , Cosmetology, Plumbing, Automotive Mechanics, Events & Decoration	450,000/=	430,000/=
Fashion & Designing / Tailoring	430,000/=	410,000/=
English for Adult Learners		360,000/=

Hostel accommodation is **Shs 500,000/=** per Quarter (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	Equity Bank	1039200875951
Stanbic Bank	9030005853000		

## 7.0 DISCIPLINE

We continuously remind our students to observe maximum level of discipline while using the Institute facilities; to maintain good behavior and always dress decently while at campus. We wish also to inform you that **COVID 19** is still here hence we are advised to observe and respect the **Ministry of Health SOPs** at all times.

## 8.0 EDUCATIONAL TOUR

Students of different departments will have tours to different parts of the country which include educational and cultural sites; the institute will communicate accordingly at the right time.

## 9.0 REGISTRATION FOR NEW STUDENTS

Admission of new students is in progress for the **April / May in- take**. All interested parties 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 pass slips where applicable
- Application fee **Shs. 40,000/=**(Diploma /Certificate) and Degree **Shs. 50,000/=**

## 10.0 NEW ACADEMIC QUARTER

The next academic quarter will commence on **Monday, 25<sup>th</sup> April, 2022** for all Diploma and Certificate students and lectures will commence immediately. Parents /Guardians are always advised to **clear Tuition fees** before the opening of the new quarter.

We thank you once again for your continued co-operation and we wish you a **Happy Easter**.

Yours faithfully,

Sarah Nalubowa Kitaka

**DEPUTY PRINCIPAL**

C.c Principal.

