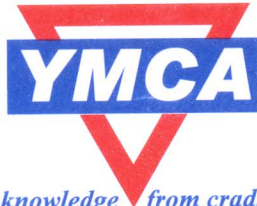


# YMCA COMPREHENSIVE INSTITUTE



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*"Seek knowledge from cradle to grave"*

YCI/ADM/CIR/04/005

24<sup>th</sup> Oct, 2020

Dear Parent/Guardian,

## **END OF QUARTER CIRCULAR**

### **1.0 GREETINGS FROM YMCA COMPREHENSIVE INSTITUTE .**

Today, **Saturday, 24<sup>th</sup> Oct, 2020** marks the end of the Academic quarter. We thank you for the continued support and look forward for the same in future.

### **2.0 END OF QUARTER EXAMS**

As you are aware by the time of the lockdown students had not written their exams, but now they have successfully conducted their examinations and the students' results will be ready on line by **Fri. 20<sup>th</sup> November, 2020**, we thank the students who made it during this trying time. It is our common practice as an institution to always provide a second chance to our students. We therefore, encourage all those who missed exams and those with retakes to sit for these special exams in the next subsequent exam sessions **i.e Dec, 2020 and Mar, 2021** when convenient.

### **3.0 E – LEARNING PROGRAMME**

We wish to inform our students that online learning is continuing for all courses and we urge non finalist students to spare time and attend to these lectures. We also request our parents to provide the necessary equipment and facilitation to our learners to enable them continue with studies on line as a way of controlling the spread of Covid 19. Please always check on the e learning platform for more updated communication. E-learning will attract a payment of **shs. 50,000/=** for **Diploma & Certificate** programs.

**Note:** Project / course work on e learning platform will carry 30% of the total mark. Mean while the finalists continue with normal lectures.

### **4.0 INTERNSHIP**

The continuing finalist (Quarter 6) will carry out internship after their final exams and a fee of **shs 100,000/=** due for transport costs which has doubled, is added to the tuition fee.

### **5.0 QUARTERLY PROJECT & COURSE WORK**

We wish to remind all students that course work and project work will be submitted between **Monday, 30<sup>th</sup> Nov,- Wed 2<sup>nd</sup> Dec, 2020** through e-learning program and students should send their work using departmental emails. Those who will be attending lectures may hand in a hard copy.

### **6.0 RESEARCH**

All Diploma students in quarter 5 are expected to do research at a supervision fee of **shs. 40,000/=** which will have to be paid.

### **7.0 COMPUTER LECTURES**

The following classes will undertake computer practical lectures next quarter with additional fee of **shs 50,000/=** to be added on tuition fees.

<b>COURSE</b> Secretarial	<b>QUARTER</b> Dip 11 Qtr 3	<b>COURSE</b> Industrial Art	<b>QUARTER</b> Dip / Cert 11 Qtr 3	<b>COURSE</b> Business	<b>QUARTER</b> Dip II Qtr 2
<b>Plumbing</b>	Cert 1 Qtr 3 Elem	<b>Electrical</b>	Cert 1 Qtr 3 Elem		

## 8.0 DISCIPLINE

We continue to remind our students to observe maximum level of discipline while at **the** Institute and request that students maintain good and acceptable behavior while at campus both Buwambo and Wandegeya.

## 9.0 TUITION FEES

The tuition fees has remained unchanged, although the continuing students (finalists) are advised and encouraged **to pay at least 50%** of their tuition fees as this will be a requirement to access campus. 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 REGISTRATION OF NEW STUDENTS

Admission of students in all programs for the new intake is in progress for the **January 2021**.

**Interested parties should report with the following:**

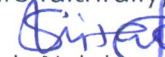
- An identity card from previous school
- 'O' level and 'A' level pass slips where applicable
- Application fee of **Shs 25,000/=** (Diploma /Certificate programs) and **Shs 35,000/=** for the Bachelors Degree programs
- Hostel facilities for both male and female students are available.

## 11.0. NEW ACADEMIC QUARTER

The **tentative date** for re- opening the Institute for the next academic quarter is **Monday 18<sup>th</sup> January, 2021, subject to the Presidential advice**. Parents / Guardians are always advised to clear tuition fees before the opening of the new academic quarter.

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

Yours faithfully,

  
Sarah Nalubowa Kitaka  
**DEPUTY PRINCIPAL**  
cc. Principal



### Take Note:

You are advised to observe and respect the **Ministry of Health SOPs** at all times i.e. Wearing a mask, Washing of hands or Sanitizing frequently and Social distancing to control the spread of **Covid 19**