



### Office of the Principal

May 9, 2024

Ref: UTCB/PR/01/2024

To: All Parents and Guardians of Uganda Technical College - Bushenyi

Dear Parent / Guardian

### END OF FEBRUARY – JUNE SEMESTER / TERM CIRCULAR FOR THE YEAR 2024.

#### 1.0 Introduction:

Greetings from Uganda Technical College - Bushenyi. We wish to sincerely thank you for supporting us, your son / daughter in particular and the College generally.

#### 1.1 End of Semester (February to June 2024):

All National Diploma Students will complete their UBTEB Examinations on May 29, 2024 and that will mark the End of Semester 1 and II 2024.

#### 1.2 Commencement Schedule – Diploma Students:

The reporting dates for the diploma students are indicated below:

S/No	Session	Start of Semester	End of Semester
1.	Year 1 Semester 1 (2024/2025 intake)	26/8/2024	20/12/2024
2.	Year 2 Semester 1 (2023/2024 intake)	26/8/2024	20/12/2024
3.	Year 2 Semester 2 (2022/2023 intake)	10/06/2024	29/08/2024

#### Industrial Training- (June 10, 2024 to August 29, 2024)

The Diploma Students 2023/2024 (January 2023 intake) will be out for Industrial Training from **04/06/2024** to **26/07/2024**.

#### 2.0 Regulation on Lecture Attendance:

Management has noticed the un-becoming behavior of absenteeism of students during lecture sessions. Therefore for a student to Register for UBTEB he/she MUST have attained 70% attendance.



#### MINISTRY OF EDUCATION AND SPORTS

Uganda Technical College – Elgon	P.O. Box 940, Mbale	Tel: +256 454 436 197
Uganda Technical College – Kichwamba	P.O. Box 33, Fort Portal	Tel: +256 483 425 577
Uganda Technical College – Kyema	P.O. Box 473, Masindi	Tel: +256 465 423 396
Uganda Technical College – Lira	P.O. Box 4, Lira	Tel: +256 473 420 916



### 3.0 College Fees 2023/2024:

- ◆ We would like to extend our sincere thanks to all Parents/Guardians who have fully paid fees for their sons and daughters this semester.
- ◆ On a sad note, some students with fees balances missed the UBTEB examinations.

We noted that some students misused fees; therefore, Parents/Guardians are advised to personally pay all the college fees to the nearest Stanbic Bank Branch A/C No. **9030005601850** for both Diploma and certificate students

- ◆ The Guild Fees should be paid to the nearest Stanbic bank on 'UTC Bushenyi Guild Account No. **9030005602229**. The NCHE fees of Ugx. **23,000** payable per Academic Year is paid to any nearest Bank after filling a pay slip that can be downloaded direct from Uganda Revenue Authority Portal or picked from any nearest internet cafe.
- ◆ The College fees for the year 2024 for both Diploma programs have not changed for the continuing students. Parents are urged to carefully study the fees structure which was attached on the admission letter.

### 3.1 Fees Payment Schedule:

Due to difficulties experienced in delayed fees payment, the fees payment schedule has been revised as follows for all students;

S/N	Private Sponsored Students	Government Sponsored Students
1	Pay of at least 80% on reporting and 100% before registering for UBTEB Examinations	Pay of 100% functional fees on reporting.
2	Zero balance before sitting for the end of semester UBTEB Examination/ Term Exams.	Zero balance before sitting for the end of semester UBTEB Examination.

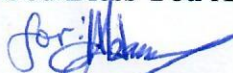
### 4. Meals for all Students:

It was observed that serving of meals is not regulated at all. As a way to streamline and ensure sanity in the dining Hall, Management has introduced meal cards. These meal cards will be given for only those who have fulfilled tuition fees obligations.

### 5. General Cleaning

Management has designated Saturdays for general cleaning by all students in and around the Halls of residence regardless of our religious affiliation. General cleaning shall take place from 6:00 am to 1:00 pm.

God Bless You All.

  
Byagweri Sam  
PRINCIPAL



THE REPUBLIC OF UGANDA

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