



UGANDA COLLEGE OF COMMERCE, TORORO

P. O. BOX 311 - Tororo
Tel: 045 444 8109
Plot 64 - 76

Along Malaba - Kampala Highway

Website: www.ucc-tororo.jimbo.com
E-mail: ucctororo2@gmail.com



Our Ref: UCCT/Self Sponsored

Date:

Your Ref:

ADMISSION LETTER FOR A/Y 2022/2023

Name: Index No. Year:

In response to your application, we are glad to inform you that you have been admitted as **self-sponsored student** to undertake a two year program leading to the award of;

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The College is located of Kampala – Malaba Highway, 3 km South East of Tororo Town. You are expected to report on before 5.00 p.m. On arrival you **MUST** report to the Registrar with the following:-

- Originals and photocopies** of UCE and UACE certificates or result slips or their equivalents.
- Ten (10) black and white passport size photos. Additional passport size photographs will be taken at college for UBTEB registration with numbers on your chest. The registration numbers will be given by UBTEB during Exam Registration.
- Identity cards of previous schools and their photocopies.
- UNEB equated academic qualifications will be required from students who studied outside Uganda.
- One ream of printing paper (Rotatrim) and for both Diploma and Certificate students.
- Birth Certificate and its Photocopy
- Folder file for keeping your records bought at College per Course Colour.
- Fees payment Bank slips.

FEES PAYMENT POLICY

The fees shall be paid as per fee structure provided and copies of the bank slips shall be presented on the first day of arrival at the beginning of each semester. College copies of the bank slips are to be returned to the Registrar and Bursar for verification and updating fees records. All fees must be paid before UBTEB registration.

REFUND OF TUITION FEES INCASE OF WITHDRAWALS (ONLY TUITION FEES)

- | | | | |
|-------|--|---|-----------|
| (i) | Up to 1 week of the semester | - | 100% |
| (ii) | Between the 1 st – 4 th week of the semester | - | 60% |
| (iii) | Between the 5 th – 8 th week of semester | - | 40% |
| (iv) | From 9 th week onwards | - | No refund |

DEPARTMENTAL REQUIREMENTS:

- UDBS students must come with graph books or graph papers, statistical tables, and calculators.
- Catering students are to pay 50,000/= (fifty thousand Shillings) for practical per semester and are to provide their own caps and white aprons.

- c) Secretarial students are to come with one ream of typing paper, new Era Pitman Shorthand Text book, applied typing text books and a typing ribbon for their practicals.
- d) A contribution of 50,000/= for buying a relevant text book that will be for your course and left at college Library as your contribution to college. The money shall be banked using college Bank slip in the following Banks: **Stanbic A/C 9030005681935, Centenary A/C 9510500059** (Tuition) For Registration/Examination fees: **Stanbic A/C 9030005682990**
- e) NCHE fees of 20,000/= Payable per year on NCHE Bank slip got in the Bank.

2 EXAMINATION REQUIREMENTS

(Can be changed by Examination Authority by a circular)

| | |
|-------------------------------------|--|
| Entry form fee | 5000/= |
| Basic fees | 9000/= |
| Certificate: Fees per course | 12,000/= x No. of courses offered |
| Diploma: Fees per course | 13500/= x No. of courses offered |
| Bank charge | 3,000/= |

Total amount varies according to the number of courses the candidate is offering.

3 PLEASE NOTE THE FOLLOWING CAREFULLY

- (a) College will provide meals at a fee of 253,000/= (Two hundred and fifty three thousand only for the whole semester for private students.
- (b) Each payment made in the bank attracts a bank charge of 3,000/=
- (c) Accommodation is provided by private land owners at a rate of between 150,000/= to 200,000/= per semester.
- (d) You are to fill the attached registration form B, medical form which should be endorsed by a government doctor and also sign the acceptance as part of registration on arrival to the college.
- (e) Provide enough personal effects e.g. bedding, cutlery, jerrican, clothing, sports ware etc.

4. SICK BAY:

The College has first – Aid clinic for simple ailments. Treatment outside the college clinic is paid for by individual student / guardian.

This admission is a provisional offer made on the basis of the strength of your results submitted on your application form but would be subjected to verification by the examining bodies and JAB. Cases of submitting false documents, falsification of documents, impersonation or non compliance with admission procedures will lead to automatic cancellation of this admission.

We wish you a fruitful stay in this College.

UGANDA COLLEGE OF COMMERCE
TORORO
P.O. BOX 311, TORORO
Nasimbi Veronica
ACADEMIC REGISTRAR
Date:

Kabachwamba

Kabachwamba Zainab
PRINCIPAL

UGANDA COLLEGE OF COMMERCE
TORORO
P.O. BOX 311, TORORO
PRINCIPAL
Date: 29/09/2023