

April 23, 2021

Dear Parent/ Guardian

RE: END OF SEMESTER TWO ACADEMIC YEAR 2020/2021

Greetings from Uganda Hotel and Tourism Training Institute (UHTTI), we thank God for sustaining all of us throughout this period of COVID 19 pandemic and for the successful completion of this semester which ends on Saturday 24th April, 2021. Our appreciation goes to you the parents and guardians for your continual support towards the smooth running of the Institute. We grieve with those who lost their dear ones due the pandemic and other causes may their souls RIP. The pandemic has brought a new norm of life which we have to continue to adhere to may we therefore keep SAFE by continuing to maintain the Standard operating procedures (SOPs). Please take note of the following:

1. Academics, Class attendance and Reporting to School:

First semester of Academic year 2021/2022 commences on 17th May 2021 and closes on 13th August 2021.

Semester TWO results will be pinned at the Institute's notice board at the beginning of semester one, students who will have not attained 50% pass mark in any course unit will have to retake **when next offered, and those who fail more than a half of the total number of course units in a semester shall be required to repeat that semester.**

Registration for students to sit any examination will continue to be based on full payment of Institute dues (Nil Balance) and attainment of 75% class attendance in any course unit as provided for in the rules issued on admission.

All students MUST report to school in the first week of the semester without fail to allow effective coverage of the syllabus. Effective teaching will begin on **Tuesday, 18th May 2021**

2. Fees Structure:

(a) Fees structure for DHM 18

	ITEM DESCRIPTION	RESIDENTS	NON RESIDENT	FOREIGN	GOVT	REMARK
	Tuition Fees	AMOUNT (UGSHS.)	AMOUNT (UGSHS.)	AMOUNT (UGSHS.)	AMOUNT (UGSHS.)	
A	Tuition	500,000	500,000	700,000	-	Per Semester
B	Functional fees					
i.	Registration & Documentation	50,000	50,000	50,000	380,000	Per Semester
ii.	Examination	100,000	100,000	100,000	-	Per Semester
iii.	Computer and Internet	20,000	20,000	20,000	-	Per Semester
iv.	Medical fees	20,000	20,000	20,000	-	Per Semester
v.	Food Handlers Test	10,000	10,000	10,000	10,000	Per Semester
vi.	Sports	10,000	10,000	10,000	10,000	Per Semester
ix	Study tours	40,000	40,000	40,000	40,000	Per semester
X	Research fee	100,000	100,000	100,000	100,000	Paid Once
xi	UNSA	4,000	4,000	4,000	4,000	Once a year
	SUB TOTAL UGSHS.	854,000	854,000	1,054,000	544,000	
C	Welfare					
i	Accommodation	450,000		450,000		Per Semester
ii	Meals	300,000	150,000	300,000		Per Semester
	SUB TOTAL	750,000	150,000	750,000		
	Bank Charges	2,300	2,300	2,300	2300	Per deposit
	GRAND TOTAL	1,606,300	1,006,300	1,806,300	546,300	

NOTE:



(b) Fees payment policy

- i. Fees will be paid using bank-in-slips payable to **The Hotel and Tourism Training Institute** through **Account Number 01463656075963 in DFCU Bank**. Alternatively pay fees by Bank Draft In favor of 'The Hotel and Tourism Training Institute Jinja.
 - ii. No cash or personal cheques are allowed.
 - iii. Students are required to pay a **minimum of 60%** of the total fees paid before reporting and the balance within 30 days. **Students who report without any payment of fees will be sent back home.**
 - iv. **Students have been cleared to be Non residence and the fees are as per the structure.**
3. **Guild Fees:** A sum of 17,500/= (15,000+2,500/=) should be paid towards guild activities per Semester. No student will be registered at the beginning of the semester without a paid up bank slip. These monies are payable on **GUILD Account Number 2041900009 in Bank of Africa (U) LTD Jinja branch in favor of HTTI GUILD.**
4. **Institute Requirements**
Every student **MUST** bring **one ream of photocopying paper (DOUBLE A/ BLUE MOON), a pair of rubber gloves for cleaning, a wine opener and 5 copies of colored passport photographs** every semester
5. **Welfare / hostel requirements from Dean of Students' desk**
Students should be provided with the following; **10 rolls of toilet paper, 2 mild roll on deodorants, a mosquito net, 5 packets of sanitary towels, an umbrella, a water bottle, a 10 litre jericin**
6. **Medical Services:**
The institute clinic is only equipped to handle simple illness; Parents/Guardians are therefore advised to be prepared to clear bills for illnesses that require attention beyond what the Institute can handle.
7. **A mandatory Pregnancy test** shall be administered to all female students at the beginning of the semester and will be arranged for by the Dean and Institute Nurse. Please note; Pregnancy if not declared may lead to cancellation of admission.
8. **Study Tours- Mandatory to all students**
Students will be proceeding for a study tour to any one of these destinations Mbale, Entebbe and Kampala, they are expected to make a contribution which is inclusive in the fees structure.

Hands on (skills based) courses are available please encourage prospective candidates to visit the Institute campus or contact the Academic Registrar's Office or www.uhtti.ac.ug or call 043-121954

Once more we appreciate your continued support and Cooperation and wish you a pleasant Holiday.

Yours faithfully,

UGANDA HOTEL AND TOURISM TRAINING INSTITUTE

Adonga Christine Oyako (Mrs)

For AG, PRINCIPAL

- c.c Academic Registrar
- cc Dean of Students
- c.c Accountant
- c.c Student's File

