



ALOESHA ORGANIC TRAINING INSTITUTE

Nganjjo, Kalule-Bombo: P . O Box 7876 Kampala (U)

ADMISSION LETTER

Dear student,

This is to inform that you have been successfully passed the criteria for admission for the institute.

You have therefore been admitted foryears coarse for Herbal medicine, designing garden and landscaping.

First semester commences/...../20..... You will be required to report on that day and register with finance /administrators office .Failure to report and register in two weeks will lead to loss of your vacancy to another candidate to a waiting list.

Entry requirements, rules and regulations and other relevant information are attached .please read through all items carefully before signing the declaration form.

On behalf of the institute, I congratulate you upon successful admission and warmly welcome you to **Aloesha organic training Institute**.

Yours sincerely.

Executive Director



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APPLICATION FORM FOR ADMISSION

Name.....
 Name by which the trainee is commonly known by the community or family.

 Age date of birth..... Place of birth.....
 Home district..... Parish.....
 Village/town.....
 Nationality..... National ID NIN..... sub
 county..... county.....
 Phone number.....
 Gender: Male..... Female...../ preferred not disclose
 Emergency contact / next of kin
 Name contact.....
 Occupation.....
 Name contact.....
 Occupation.....
 Guardian /mother name
 contact..... Occupation.....
 Guardian /Father Name
 contact..... Occupation.....

Education background

Primary..... O,level..... A,level..... None.....

English	Maths	physics	chemistry	History	Geography	Biology
Commerce	F/Art	CRE/IRE	Agriculture	T.D	Music	Literature

Medical information

Give a brief description in case you have medical/physical conditions that may affect your attendance during training secessions.

.....

State of disability/impairment/limitation

.....

Below, state the reason why you are interested for the training and how did you come to know it.

.....



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1. Tuition fees must be paid within first 2 weeks at the beginning of each semester. Students who cannot afford to pay once will be allowed to pay in 2 instalments by the end of the second month of the semester. Failure to do so will lead to suspension until the payment is made.
2. Classes are from Monday to Friday 8:00am up to 4:00pm. Punctuality shall be insisted on, late coming is not allowed.
3. Attendance to class by all students is compulsory. Prior permission must be sought for absence.
4. No visitor is allowed to meet any trainee during class hours.
5. No smoking, taking drugs, alcohol, glue sniffing is prohibited.
6. Misconduct and indiscipline of any kind like fighting, quarrelling, cheating, stealing is forbidden by the Institute. Every student must respect every member/staff of Aloesha Organic Training Institute and are expected to be polite, courteous, obedient and cooperative to their fellow students.
7. Any student proved guilty of stealing the property belonging to anybody or to the Institute will be dealt with seriously and may lead to dismissal.
8. No student should damage, break or lose the Institute property. In case of any incidence the property will be paid for or physically replaced by the student. Students are advised to take care of their properties. The Institute will not be responsible if any student's belongings get lost.
9. All students must dress decently in agreed colors during school hours.
10. Mobile phone should be strictly switched off during class hours as well as during practical exercises.
11. All students advised to not become pregnant during their course.
12. Students are expected to participate in various activities of the Institute and to assist in communal works.



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13. No student is allowed to use ingredients, materials, or equipment belonging to the Institute for personal use. Also selling plants or materials by student is forbidden.
14. Students will have to keep classroom clean, toilets and school surroundings. Littering of rubbish is forbidden

BREAKING OF ANY OF THESE RULES WILL LEAD TO SERIOUSLY DISCIPLINARY ACTION TAKEN AGAINST YOU OR DISMISSAL FROM THE CENTER.

ENTRY AND REGISTRATION REQUIREMENTS FOR STUDENTS

FEES ITEM	AMOUNT (sh)	REMARKS/PAID
Tuition fees	800,000	Per semester
Application fees	40,000	Payable once
Maintenance fee	50,000	Per semester
School ID	20,000	Payable once
Library fees	50,000	Payable once
School T-shirt	25,000	Payable once
Toilet paper	2 Packs of toilet paper.	Per semester
Excursion /field or study tour	200,000	Per year
(Male) Overall dark green in color,	100,000 (2pairs)	Payable once
(Female) Garden /Field coat dark green in color and long black skirt	100,000(2pairs)	Payable once
Accommodation fees	200,000	Per semester (4months)
A ream of paper	18,000	Per year
Medical bills	100,000	Per semester
Garden maintenance tools		
Secateurs	50,000 (1 piece)	Payable once
Student's union fee	20,000	Payable once
Garden trowel	10,000(1 piece)	Payable once
Tape measure	30,000(1 piece)	Payable once
Weeding shovel and hackers	20,000(1 piece)	Payable once
Total	Sh.1,833,000ugx	
Other personal requirements		
Calculator	1 piece	
Gumboots	1 pair	



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Garden gloves	1 pair	
Note books (counter books)	7	
Pens, pencil, rubber	1 packet	
Set and big measuring ruler (30cm)	1	
Art book A3	1	
Colour pencils	1 packet	
Architects template		
Scale ruler for architects	1	
Mattress and other personal needs.(sugar, torch etc.		

SAFETY AND HEALTH CAUTIONS

This is to inform all students that the Institute is not responsible for treating any student from any injuries or illness that may rise from an accident or from travel to or from Aloesha organic training Institute and or from clients or undertaking practical exercises.

Each student is responsible for his or her own health and safety during the involvement with Aloesha Organic training Institute.

I have read and understood the above safety and health caution.

.....
Student's name and signature



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Declaration

I declare that the information that I have provided on this form is complete and accurate. I will notify the administration in case of any changes in regard to the provide information on this form.

INFORMATION COLLECTED

The information collected will be used for students record , determination of residency ,for staff and administration obligation to provide the student with an education program that meets their needs , provide safe and secure learning environment and other purposes related directly to and are necessary for operating program / activity , contact and health related information in the event of problems or emergencies .Also personal information may be provided to the ministry of education and sports for purposes of carrying out programs ,activities and policies

I..... have read and understood the rules and regulations and I promise to abide by them.

Date..... sign.....