



EVERLIGHT COLLEGE

“A modern and Innovative Christian Secondary School in Kampala”

Nanjala road, off Ggaba Road, at Soya stage,
P. O. Box 75816 Clock Tower, Kampala Uganda,

Tel: 0775-251-135/0700-251-482/0772-657-276 /0783/402-298
E-mail: spsuruma@gmail.com, everlightcollegebbunga@gmail.com
website: www.everlightcollege.com

ADMISSION LETTER

Our ref: ECK/ADM/..... Date:.....

Dear Parents/Guardian

I am pleased to inform you that your child.....
place as a **DAY/BOARDER** student in senior.....combination.....at Everlight College Kampala. On
behalf of the board of directors, I congratulate you upon this achievement.

Fix
Photo

Your child should report at Everlight College on..... ready to start school. Failure to do so
within **ONE** week from the date of this letter will lead to cancellation of this admission and your position
will be offered to another candidate on the waiting list.

Communicate to the school in case you are not able to report immediately.

The following are the school requirements, which will be checked on arrival;

- Secondary School Mathematics 1, 2, 3, or 4 for O' level (Buy one of these)
- Pure Mathematics 1, 2 for A' level (buy one of these)
- Accompanied by the responsible parents/guardian or a signed letter of introduction from responsible parent/guardian
- Paid up bank slips
- Admission form and receipt for admission fee.
- Pass-slip and recommendation/Academic from the previous school
- Three passport size photographs (black and white)
- Box file.
- Geometry Set (all O'level students)
- Scientific Calculator (all students)
- Graph Books (all students)
- Art Books (S.1 & S.2 and all other students offering Fine Art)

Boarders:

- One mosquito net, , one slasher, one cleaning rag
- 3 bars of soap, peg for underwear
- Plate, cup, fork, spoon and a flask, and a torch.
- Scrubbing brush with a handle and one peeling knife.
- At least two dozens of pens and three pencils.
- 12 rolls of toilet paper and 3 packets of sanitary towels for girls
- 2 pairs of Black trouser/skirts and red T. shirt after class uniforms.

NB: The red T. shirts are sold at school.

While at Everlight College, you will strictly observe the following:

- Abide by all the school rules and regulations
 - Attend all lessons and other school activities. Parents/guardians will be required to justify any absence.
 - For S.3 students, selection of subjects can only be offered after discussion with the administrators.
 - Work diligently to maintain the required standard in all areas.
 - All students are supposed to put on black, closed shoes with white long stockings for girls.
1. **NB:** Fees are paid either in **UGAFODE MICROFINANCE LTD** Bombo opp YMCA-Wandegeya & Kampala near Nakasero market at **AZIZA EMPORIUM** building, on bank account number **01830000002** or **BANK OF BARODA UGANDA**. (Use any of the branches convenient to you) on bank account number **95070200000291**. Use **Everlight College** in all banks as the account name/title.

FEES STRUCTURE

	Day	Boarding
Tuition	283,000	583,000
Registration/ Admission form	30,000	30,000
Uniform	110,000	110,000
Library fee	20,000	20,000
Lunch meals	60,000	_____
Building/Development fee	30,000	50,000
I.D	10,000	10,000

STUDENTS' REGISTRATION FORM

Students Names.....Age.....
Class.....Place of Birth.....
Home district.....Nationality.....
Father's name.....
Mother's name.....
Guardian's name/next to kin.....

Occupation/place of work

Father	Mother	Guardian
.....
.....
Telephone		
.....
Address:		
.....

STUDENTS BACKGROUND

School attended (in order of first attendance)

1.....year.....
2.....year.....
3.....year.....

Give reasons for leaving the last school attended:

E.g. completion of primary leaving, completing S.IV or any other reasons give details

.....Year of
completion of primary seven.....in (school).....Aggregates
attained.....Grade attained.....
Year of completion of S.IV.....Former school (S.IV).....
Aggregate in Best Eight.....Grade.....

EVERLIGHT COLLEGE MEDICAL FORM

(To be filled by a qualified medical doctor)

1. Age.....Weight.....Height..... Place of birth.....

2. Date of last normal menstrual period for girls.....

3. General appearance:.....

4. Eyes Left Right

(i) Conjunctiva

(ii) Pupil

(iii) Visual Acuity

5. Ears

6. Throat

7. Dentations/Defects

8. C.Vs

(i) Pulses

(ii) B.P

(iii) Heart sound

9. Chest Normal/Abnormal

Comment

10. P/A Palpable/not Palpable

(i) Liver

(ii) Spleen

(iii) Kidney

11. C.N.S Yes/No

(i) Visualable deformities

(ii) Handicaps

(iii) Neurological deficits

12. Skin

13. Laboratory investigations

(i) H/B

(ii) Widal

(iii) Sickle cell

(iv) Urine

(v) Protein

(vi) Sugar

(vii) Stool

14. In view of the above, I consider that the bearer of this form is fit/not fit to attend the above school. The following should be attended to before joining the school.....

15. The following should be attended to soon on arrival at the school

Remarks

Doctor's name.....sign.....Date and Stamp:.....

SCHOOL RULES

Rule 1: Every student on the school compound and on trips organized by the school **MUST** wear proper and full school uniform

Punishment: non-uniform material will be confiscated.

Rule 2: At all times girls and boys **MUST** keep their hair short and well combed.

Painting of hair. Face or nails and funny haircuts are prohibited.

No wearing of ear or nose, or finger rings, bangles etc.

No wearing of high-heeled shoes, sandals or open shoes. Beards must be shaved off.

Punishment: Cutting of the hair immediately or confiscation of the items.

Rule 3: Irregularity in school attendance, failure to attend class without genuine reasons dodging homework and assignment is a very serious offense.

Punishment: Suspension and pending expulsion.

Rule 4: Every student must participate in extra curricular activities as timetabled by school authority.

Punishment: Manual labour (washing, scrubbing classrooms, sweeping, etc)

Rule 5: Except during other language lessons like French, Luganda, etc, English **MUST** be used as a medium of communication in school.

Punishment: As shall be prescribed by the English Department.

Rule 6: Clubs, societies, Trips and any other activities **MUST** be organized with the approval of the school authority.

Punishment: Suspension of culprit(s) for a prescribed period

Rule 7: Students **MUST** safeguard and take care of school property

Punishment: Replacement of lost/damaged property.

NB: For Laboratory equipments broken, a student will be required to pay 5 times what he/she has broken.

Rule 8: Disrespect of any kind to **any of the staff members** is completely prohibited.

Punishment: Immediate suspension.

Rule 9: Stealing is completely prohibited.

Punishment: Immediate expulsion

Rule 10: Physical violence is a very serious offense e.g. manhandling, fighting, bullying, and throwing of dangerous objects.

Punishment: Immediate suspension of the culprit(s).

Rule 11: Taking of photographs at school without permission from the administration is strongly prohibited.

Punishment: Confiscation of the camera

Rule 12: Consumption of alcohol and intoxicating drugs including smoking are **STRONGLY** forbidden.

Punishment: Immediate expulsion

No cooked food from anywhere outside the school kitchen is allowed.

Attending of prayers is a ***MUST*** to all students.

Possession of mobile phones, water heaters, candles, paraffin, etc. are not allowed at school. Once found immediate expulsion

Jumping over the fence and or Escaping from school without permission is a criminal offence. Once found, immediate expulsion

Unnecessary writing on the notice board or any other place is not acceptable.

It's illegal for a student to give any form of gift to a teacher, fellow student and non-teaching staff.

Pre-marital relationships are forbidden this leads to expulsion.

Female students will be subject to regular check-ups for pregnancy.

I have read and agreed to abide and be guided by the school rules as set out.

AND MY GOLDEN RULE WILL BE TO DO THE RIGHT THING
AT THE RIGHT TIME
IN THE RIGHT PLACE
IN THE RIGHT MANNER
AND WITH THE RIGHT PEOPLE

Parent/guardian's signature.....date.....

Student's signature.....date.....