

21 October, 2016

Dear ITEC student,

This letter concerns all ITEC students who have not yet achieved their university's Official IELTS requirements. According to IEEP Regulations, published in March 2016, all ITEC students who have not achieved their university's required IELTS band scores, on an Official IELTS exam, must be enrolled in an IEEP English course until they have fulfilled those requirements.

This policy is designed to maintain the integrity of all classes and programs here at ITEC, and to insure students are working towards their IELTS requirements. Any student who does not fulfill the official IELTS band scores by the proper date is expected to enroll in an IEEP English class for the following semester. There will be no exceptions to these regulations or to this deadline.

Official IELTS results that satisfy their university's IELTS requirements **must be submitted on or before December 28, 2016**, which is also the deadline to register for an IEEP course for semester 2 of the 2017 academic year. If a student does not submit the required results or register for semester 2 by 28 December, 2016, they will be suspended from the English Program which will result in suspension from their Academic Program.

Please remember, once a student is successful in achieving their university's IELTS requirement, before this deadline, they are not required to continue with our program. This does not affect the above regulations in any way.

If you plan on taking the Official IELTS exam, be sure to **RESERVE YOUR SPACE EARLY**. The British Council and IDP only have a limited number of spaces available to take the IELTS exam, so you should book online as soon as you have made your decision to be sure you can meet the deadline. Your failure to get a space for the IELTS Exam does not excuse you from this deadline.

If you have any questions or inquiries, please contact Miss Van or Dr. Stephen Rowe in the ITEC English Department.

Regards,

Dr. Stephen Rowe  
Head of ITEC English Department

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