

24 October, 2016

Dear ITEC student,

This letter concerns all ITEC students who have not yet achieved their university's Official IELTS requirements and who were not enrolled in an IEEP English class for Semester 1 of the 2017 Academic year. According to IEEP Regulations, published in March 2016, all ITEC students who have not achieved their university's Official IELTS requirements must be enrolled in an IEEP English course until they have fulfilled those requirements.

Since we were not able to accommodate the large numbers of students who did not have their IELTS requirements at the beginning of Semester 1, we prioritized students according to their class. We elected to give you until 1 December, 2016 to obtain the required IELTS score on your own. If you do not fulfill the IELTS requirements by that time, you will be given a mock IELTS exam and placed in the appropriate IEEP course for semester 2. This is being done to give you the highest chance of obtaining your IELTS requirements as quickly as possible. The Mock IELTS exam will be given twice, on Friday afternoon 2/12/16, and on Saturday morning 3/12/16, so you should plan your schedule accordingly. You are required to sign up for one of these times on, or before, 25 November, 2016. There will be numerous times to sign up for the speaking section, which you can choose when you sign up for the written sections.

Although you are required to take the mock exam on 2 or 3 December, 2016, you will still have until **28 December, 2106** to submit your Official IELTS requirements. If you do not submit Official IELTS scores that fulfill those requirements you will be required to enroll in the appropriate course by 28 Dec, 2016. Failure to follow these regulations will result in suspension from the academic program.

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 this 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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