

Sint-Genesius-Rode, May 10, 2010

Dear student,

Please find hereafter some practical information regarding the year-end arrangements for the present school year.

In all GLTT sections the examinations will be held from Monday 31 May up to and including Saturday 5 June 2010.

An extended session will be held for students who only with a valid reason (see examination regulations) cannot take the examinations in June. A medical certificate or an employer's certificate should be handed in at the school before 15 June 2010. The extended session will be held at the GLTT campus Rode on Saturday 4 September 2010, at 10 o'clock sharp.

The written exams will be immediately followed by a class correction.

Examination results are never communicated by telephone, letter or e-mail. Individual examination papers can be checked only by prior arrangement with and in the presence of the teacher.

On Tuesday 8 June we will be expecting you at the GLTT campus Rode, Schoolstraat 2 1640 Sint-Genesius-Rode between 7 and 9 p.m. , if your courses took place on the campus Rode.

On Wednesday 9 June we will be expecting you at the GLTT campus Halle, August Demaeghtlaan 40 in 1500 Halle between 7 and 9 p.m. , if your courses took place on the campus Halle.

On the proclamation day you can pick up your certificate in room .....

Students who cannot be present on Tuesday 8 June or Wednesday 9 June can pick up their certificate or other documents from the GLTT offices at campuses Rode and Halle on the following days:

- **Monday 21 June:** from 7 to 9 p.m..
- **Tuesday 22 June:** from 7 to 9 p.m..

The certificates for educational leave will be handed to you by your teacher on the day of the last examination. The original certificate is to be delivered to your personnel manager without delay.

In addition to this letter you receive the structural scheme of your modular courses, indicating the possible follow-up courses in 2010-2011.

During the week before the test date, your teacher will provide revision exercises for the examinations. GLTT students will then be offered the opportunity to register for the courses of 2010 – 2011. This will give you the widest choice of possibilities and combinations.

The standard enrolment fee is €120 for a language course of once 3 hours a week on a yearly basis or twice 3 hours a week for a semester. For Dutch classes this is only € 60 instead of € 120.

In addition, workers living in Flanders and Brussels can use training cheques. As such, they only pay 50 % of the planned standard enrolment fee. May we advise all those concerned to order their training cheques immediately, at the following offices:

- Online via [www.vdab.be/opleidingscheques](http://www.vdab.be/opleidingscheques) (Flanders)
- By telephone: 0800/30700 (each workday between 8 a.m. and 8 p.m.)

Your teacher will also inform you about which categories qualify for a partial or complete exemption from enrolment fees, and what documents should then be provided at the enrolment.

Detailed information can be found on [www.gltt.be](http://www.gltt.be).

For courses that have not been fully booked yet by the end of the examination session in June and after the special information sessions of Friday 11 and Saturday 12 June, your friends and acquaintances can still enrol during the enrolment days in August, see [www.gltt.be](http://www.gltt.be).

All GLTT classes start on Monday 6 September 2010.

With kind regards,

On behalf of the GLTT-team,

A handwritten signature in black ink, appearing to be 'Paul Mat', written in a cursive style.

Paul Mat,

GLTT Principal