

**Campus Halle**

A. Demaeghtlaan 40
1500 Halle
☎ 02/361 60 96
📠 02/358 44 24

Campus Rode

Schoolstraat 2
1640 St-Genesius-Rode
☎ 02/358 28 97
📠 02/358 44 24

info@gltt.be - <http://www.gltt.be>

Sint-Genesius-Rode, 5 October 2009.

Dear GLTT Student,

Welcome to the GLTT. We do hope that you feel entirely at home now in your GLTT. We would like to draw your attention to the following :

1. Holiday times.

Please see enclosure.

2. Tests.

In all GLTT-courses intermediate evaluation tests will be organized. Your teacher will tell you more about them.

In the language courses there will always be a final compulsory test on the last course day of modules 02, 04, 06, 08, 10, 12, 14, 16, 18 and 20.

In order to succeed (and continue to the following module) students are absolutely required to take part in the intermediate evaluation tests as well as in the final tests.

3. Parking facilities

Campus Rode

The car parks around the GLTT premises are public car parks. The police regularly check the area, strictly enforcing police regulations. In order to ensure the highest safety, the fire brigade kindly but explicitly requests all drivers NOT to park their cars on the ways of the GLTT car parks.

If the GLTT car park is full you will still find three car parks behind St-Barbara Church, at about 150m. from the school premises.

If you park your car in one of the neighbouring streets, please do not leave it in front of a garage entrance of a local inhabitant or on the pavement.

Campus KA-Halle

Parking your car is always possible in Jacminstreet or one of the neighbouring streets or in the car parks 'De Gooikenaar' or 'Stroppen'. In the evenings you may also use the car park on the KA premises (entrance in Jacminstreet). However parking is not allowed in the area along the old KA-wing (OCMW Halle).

4. Safety.

In order to vacate the buildings as quickly as possible in case of emergency your teacher will show you the evacuation ways.

5. Student card.

The GLTT student card entitles you to all kinds of reductions and is available, free of charge, at the GLTT-secretariat as from 5 October.

6. Hard- and software.

GLTT aims for an efficient and modern education through the use of Language labs and PCs. Therefore we want some basic rules to be respected :

- It is forbidden to copy, install or delete any software.
- Drinks cannot be taken into the Language lab, the Informatics rooms or the Educational Soft room.
- Avoid disturbing use of Mobile Phones within the GLTT premises and the classrooms!

7. Insurance.

All GLTT students are insured and can thus appeal to the accident insurance of GLTT. The declaration form however must be completed immediately.

8. Absences

Your teacher finds it most regrettable not to receive any feedback from you in case of absence. A simple tip to the GLTT will always be passed on to the teacher concerned. It would of course make it easier if you also mentioned the name of the teacher the message is addressed to. You can also send your teacher an e-mail about your non-attendance. Therefore you go to www.gltt.be and click on the submenu 'contact'.

Your teacher will inform you about the certificates needed to justify your absence, also for those who are entitled to Study leave or Child benefit via GLTT-courses.

The parent or tutor of any minor student (person under 18) will always provide the GLTT-CVO with a written justification for the absence of the minor student. Without this document the minor will no longer be admitted to the course.

9. Changes of address or telephone number.

You are kindly asked to inform the school office immediately of any change of address or telephone number.

We wish you a pleasant and very successful year.

Kind regards,

Paul Mat, GLTT-principal.

Evacuation of the GLTT buildings.

- Keep calm !
- Follow your teacher's instructions.
- Shut the door and the windows when leaving the room.
- Follow the evacuation way that your teacher will indicate.
- Go to the assembly-point indicated. During the drill or in case of emergency, your class will assemble at ...