

My No. : Project / TEA/ 17

21<sup>st</sup> September,2018

Dear Student,

**Placement Test: Certificate Course in English For Teachers – No. 17**

You are kindly requested to register on or before 19<sup>th</sup> October,2018 to appear for the placement test of the above course which has been scheduled to be held on 04<sup>th</sup> November,2018.

A payment of Rs. 600/- (Six Hundred Rupees) as an examination processing fee should be deposited by using the attached voucher forms (Four Copies) at any branch of the Peoples' Bank.

Please send the bank form (Applicant's copy) that made the relevant payment and two self-addressed (Rs. 15.00 each) stamped envelopes (23 x. 10 cm) along with the application form stating "**Certificate Course in English for Teachers - No. 17 – Placement Test**" on top of the left hand corner of the envelope. It is your responsibility to keep a copy of the documents you sent to the IHRA to check the details whenever you need.

Total fee for the course is Rs. 13,000/- (Thirteen Thousand Rupees). You will be informed to settle the total fee only if you satisfied the selection criteria. Venue of the test will be informed.

**Please post your application or deliver it by hand to:**

The Assistant Registrar  
Institute of Human Resource Advancement  
University of Colombo  
275, Bauddhaloka Mawatha  
Colombo 07

Thank you,

Yours faithfully



H.G.D. SRIYANI  
Assistant Registrar