

September 22, 2020

To: New students

From: J-Tech Administration

Re: Courseware distribution delay

We know COVID-19 has been challenging for everyone. We have all experienced a reshaping of how we work and lead our lives. We have been fortunate to be able to maintain in-person classes, however, we are unable to avoid the affects of COVID-19 as it manifests in other industries. We see the effects of COVID-19 presenting itself in a myriad of unorthodox ways for example we placed our orders to receive both uniforms and Microsoft Surface GO tablets for our Fall term months ago and we were very disappointed as both manufactures notified us that these shipments would be delayed.

Typically, we distribute Microsoft Surface GO tablets on day one of your program; however, due to COVID-19 restrictions regarding the quarantine of products based on where these items originate. Based on the information we have received it will be necessary for us to postpone the distribution of these items. As we work diligently to resolve these issues and plan other activities, we expect your patience and understanding during these unprecedented times.