

WELCOME TO THE HALIBURTON SCHOOL OF THE ARTS

We're looking forward to having you with us and hope that the material included here will assist you with your preparations.

Locations:

There are courses running in both Haliburton and Huntsville on the following weeks:

July 22 to 26

July 29 to August 2

August 5 to 9

Please double check the location of the course(s) you've registered for.

Courses will be located at Fleming's Haliburton Campus, the Haliburton Highlands Secondary School (High School) and other course-specific, more industrial types of spaces. There will be administrative offices at the Fleming Campus and the High School. Specific room locations for all courses will be posted at the main entrances of the Fleming Campus and the High School each Monday morning. Please consult the map on our website.

In order to accommodate changing registration levels and specific needs, precise room locations are determined the Thursday prior to the start of the course and are subject to change. Certain courses are always held in certain locations; if this is the case, it will be noted on your material list.

Monday Morning:

Unless otherwise noted on your material list, please go to the High School or Fleming Campus on Monday morning.

We recommend that you determine the exact location of your course on Monday morning prior to unloading your materials. If you are being dropped off, it would be wise to have your ride wait until you have determined the location of your course. We will assist you if this is not possible.

Hours:

Your classes will run from 9:00am to 4:30pm, Monday to Friday. Some courses are 6 days; please carefully check your course information. In courses where safety is not an issue, additional studio time is available until 8:00pm. This results in 32.5 hours of in-class instruction and provision for 15 hours of independent work. In instances where safety could be an issue and a technician is not available, alternate studio options will be arranged.

Smoking Policy:

Please be aware that smoking is not permitted on any of the Board of Education School properties. There is a clearly marked outdoor smoking area at the Fleming campus.

Food and Beverages:

Cafeteria style food service will be available at the High School for breakfast, coffee breaks and lunches. *Chartwells* is a small servery located at our Fleming Campus, open Monday to Friday. Additionally, there is a microwave and refrigerator available for your use. A number of restaurant options are located close by in the village, as well as in the surrounding area.

Accommodations:

The college maintains a list of accommodation options, both commercial and private. This information can be mailed to you upon request or accessed on our web site at www.hsta.ca. The Haliburton Highlands Chamber of Commerce can also assist you and can be reached at 1-800-461-7677 or www.haliburtonholidays.ca. Please inquire about their cancellation policy and indicate that the school will determine feasibility of your course 2 weeks in advance of course start. In our experience, the hosts are very co-operative but it's best to clarify and confirm such details to avoid a situation where you lose your accommodation fees in the event of course cancellation.

Materials you need to bring:

Where applicable, a list of materials necessary for your course(s) is included in this package. *Please feel free to check the status of your course if you are concerned about investing in materials.* There are some arts supplies available at local retail outlets.

Course Cancellations:

Please note that all courses are subject to cancellation in the event of insufficient registration. Should your course be cancelled, you will be notified 2 weeks in advance of course start. Please ensure that we have an alternate means of reaching you if you will not be at home. Assume that your course is running as scheduled unless you hear otherwise. You are eligible for a full refund of fees or the option of transferring to another course within the current HSTA brochure (pending space availability) if the college cancels a course.

A Friendly Reminder Regarding Our Refund Policy:

Courses are non-transferable. Transcripts are issued for weeklong, adult credit courses, making it imperative that the student registered is the student that attends. If You Cancel: All notifications of cancellation must be received in writing. If you cancel any time up to 14 days prior to course start, you will receive a full refund less a \$25 administrative fee. If you cancel later than 14 days prior to course start, there is no refund of fees. This policy applies in all circumstances due to our commitment to students and instructors two weeks prior to course start. Should you be able to attend a different course within HSTA brochure we would be happy to attempt to accommodate you, pending space availability. Our fax number is (705) 457-2255 and is available 24 hours/day 7 days/week. Notification is also welcomed electronically at createit@hsta.ca

Please don't hesitate to contact us if you have any questions or concerns. I'm confident your time with us will be inspiring, challenging, rewarding and, most of all, fun!

Regards,



Shelley Schell



Visit or join us on Facebook!
<http://www.facebook.com/flemingcollege.haliburton>

(Please proceed to next page.)

MATERIAL LIST

BUSINESS FOR ARTISTS BUSN99

Please note this course is six days in duration.

Hours - 9:00am - 5:00pm daily

INSTRUCTOR: Jim Blake

Please check the status of your course before purchasing materials!

Students please bring:

- Notebook/sketchbook - suitable for making notes
- Pen, pencil & eraser - suitable for making notes
- Pictures of personal artwork (just a couple of samples is fine)
- 2" to 3" binder with 10 dividers (to organize handouts)
- Calculator
- Memory stick for computer
- Copies of artists statement, CV or resume (if you have them)
- If you have your own laptop with wireless- it would come in handy!

Please Note: Food service is unavailable on Saturdays

The location of this course will be at the Fleming Campus

**AN ART SUPPLIER WILL BE ON CAMPUS
MONDAYS AND WEDNESDAYS.
FROM JULY 1- AUGUST 7 ONLY**

Please ensure that you are aware of our refund policy as outlined in our brochure.



STOP!!

Take some time to read the information below.

Depending on the type and nature of your course, the following points should be considered:

- ♦ Cotton is better than synthetics around heat sources
- ♦ Close-fitting clothing is safer around machinery than baggy, loose clothing
- ♦ Safety boots may be necessary - sandals are not safe around machinery, heat and sharp or heavy objects
- ♦ Long hair should be tied back when machinery or heat sources are being used
- ♦ Contact lenses can be hazardous when working with heat sources, various solvents, etc.
- ♦ Certain jewellery may not be safe when there is a risk of it getting caught
- ♦ If listed on your 'Student Material List' be sure to buy appropriate, good quality safety articles and equipment i.e. safety boots, protective eyewear, hearing protection, work gloves, x-acto knives, etc. - ask your supplier for advice

If you have any questions, we would be happy to assist you feel free to contact the office at (705) 457-1680 or 1.866.353.6464