

WELCOME TO THE HALIBURTON SCHOOL OF ART + DESIGN

We're looking forward to having you with us in the inspirational Haliburton Highlands. The following details will assist you with your preparations.

Locations:

All courses, unless otherwise specified, are held at the Haliburton Fleming College campus, located at 297 College Drive. Please refer to our online map of Haliburton Village to assist you with travel.

Hours:

Your classes will run on Saturday from 9:00 am to 5:00 pm, unless otherwise specified, with an hour midday lunch break.

Food and Beverages:

The food servery is not open on weekends. Please bring your own lunch and drinks. Additionally, there is a microwave and refrigerator available for your use.

Accommodation:

Browse options at Places4Students – search “Fleming College – Haliburton” and then click Property Listings. Additional accommodation information is available through the Haliburton Highlands Tourism Department which can also be reached at 1-800-461-7677. We recommend that you inquire about cancellation policies. In our experience, the hosts are very cooperative but it's best to clarify to avoid a situation where you lose your accommodation fees if we or you need to cancel your course (which we will notify you of 2 weeks prior).

Materials you need to bring:

Where applicable, a list of materials necessary for your course is included in this document. Minimal materials are available for purchase on-site (unlike previous years, we may NOT have an art supplier on site) – we suggest you bring everything with you. Please feel free to check the status of your course if you are concerned about investing in materials. There are some limited art supplies available at local retail outlets.

Course Cancellations:

All courses are subject to cancellation in the event of insufficient registration or public health directives. Should your course be cancelled due to insufficient registration, you will be notified 2 weeks in advance of course start by email and/or phone on file. 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 HSAD schedule (pending space availability) if the college cancels a course.

Refund Policy:

- If You Cancel: All notifications of cancellation must be received in writing. If you cancel any time up to 11 business days prior to course start, you will receive a full refund, less a \$25 administrative fee. If you cancel later than 11 business days prior to course start, fees will not be refunded. This policy applies in all circumstances due to our commitment to students and instructors two weeks prior to course start. Should you wish to transfer to a different course within the current schedule/year we would be happy to attempt to accommodate you, pending space availability.*
- *Any course transfer as a result of a course cancellation requested later than 11 business days prior to course start will not be subject to a refund at a later date.
- Courses are non-transferable.

Notification can be received by email at askus@hsad.ca, or by fax, at (705) 457-2255.

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, and rewarding.

Regards,

Mackenzie Jenkins

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(PLEASE SEE THE COURSE MATERIALS/INFORMATION PAGE BELOW)

MATERIAL LIST

ARTS2899 41_Digital Arts - Adobe Photoshop Intro Workshop

Instructor: Zach Williams

Mandatory Studio Safety Practices apply – See below
NO OPEN-TOE OR HEEL SHOES IN THE STUDIO

Please check the status of your course before purchasing materials!

Please bring:

Not required but recommended:

- USB hard drive
- USB-C to USB Dongle
- Any personal photos or files you would like to include in your work

MANDATORY STUDIO SAFETY PRACTICES

Your health and safety are our priority. Our studio environments can have several objects, tools and chemicals that require personal protective equipment (PPE) or other considerations for your well-being. All persons (including faculty, staff and students) are asked to observe the following while in the shops and studios:

- **Wear sturdy and appropriate shoes such as sneakers, closed leather shoes or work boots – *open-toed shoes, flip-flops or high heels are not allowed***
- **No long, dangling clothing or accessories** (scarves, flowing sleeves, chains, long necklaces, etc.)
- **Long hair must be tied back**
- **No bare skin if exposure to chemicals or tools/machinery is likely**
- **Appropriate PPE is mandatory when operating tools and equipment within the studios.**
Please consult with the faculty or studio technician to determine the appropriate PPE required for specific machines and studio processes.

Fit tests are required for courses requiring a respirator as noted on your material list. Arrangements will be made on-site.

As these are mandatory safety practices, we will follow up directly with students who may have overlooked the above. Individuals may be asked to address any concerns before continuing to work in the studio.

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.

Your cooperation is appreciated