



Updated January 2019

24 RYERSON AVENUE
TORONTO, ON, M5T 2P3
416-504-7910 | info@tsa-art.com
www.tsa-art.com

STUDENT INFORMATION PACKET

The Toronto School of Art fosters the inherent capabilities of its students through an education model that revolves around artists teaching artists to help them make their mark.

WHAT WE'RE ABOUT

Over the past 40 years, the Toronto School of Art (TSA) has established itself as one of the most distinguished alternative arts schools in the city. While our history alone sets us apart, it's our ideology that truly defines us. We believe in taking an organic approach to the arts. This translates into a hands-on education model that focuses on studio-based learning. We offer students the opportunity to work with practicing artists in a close, one-on-one environment. What this entails is a rigorous study of the arts through a challenging, tactile application of every skill set learned.

TSA believes the arts should be accessible to all levels of experience. Whether you're a working professional or just starting out, TSA offers programs that address all levels of expertise. The only thing our students need to get started is a passion for their craft. Once they have that, our mentors are there to further refine, hone and cultivate their skills. It's this process of artists mentoring other artists that enables our students to truly find their voice and leave their mark on the world.

INCLUSION POLICY

The Values Committee is committed to developing principles ensuring diversity and equity practices at the Toronto School of Art. A mandate of the committee is to design policies that better reflect the demographics of the community it serves and to recommend programs and services that better serve the needs of diverse groups. Another mandate is to increase access to and opportunities at the Toronto School of Art for those belonging to groups historically excluded from power or denied rights enjoyed by others. Among those who face such discrimination are members of ethnic, racial, linguistic and religious minorities, Aboriginal

people, people with disabilities, women, gay, lesbian, bisexual, transgender, seniors and, in some cases, youth, and people marginalized by poverty.

Our new school is located on the second floor of an old Toronto School Board public school. The decision to locate there was made to ensure the continuation of our school before our community dispersed, while there was still momentum to resolve the crisis of our recent closure. TSA regrets that physical access has been compromised for some students; this goes against our values of inclusion. The Values Committee is working to resolve this issue and planning access for all in the future.

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MATERIALS & SUPPLIES

Any material fees are paid with tuition at the time of registration and are for art materials provided by the instructor. The Materials List indicates materials students are to provide. Material fees also include a model fee in some classes.

What to bring:

- Designated studio clothing or apron to work with messy materials
- Water bottle (filtered water is available in the office)
- Field Trips: good walking shoes, appropriate clothing dependent upon the weather.

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FEES AND COSTS

The cost of attending TSA depend largely on the course(s) a student is enrolled in. In addition to tuition, a model, material, or digital lab fee may be charged for an individual course plus the Eventbrite registration fee. TSA must receive payment in full in order to secure a spot in a class.

Tuition

FALL/WINTER/SPRING

- 6-Week Course: \$290
- 8-Week Course: \$335
- 10-Week Course: \$405
- 12-Week Course: \$475

SUMMER:

- 4-Day Intensive: \$335
- 5-Day Intensive: \$ 350-405
- 2-Week Intensive: \$590

Other Fees

- Locker Rental per term:
 - \$15 for Half locker Height | \$25 for Full Locker height

- NSF/Returned Cheque Fees: \$20

Receipts

Tuition receipts are issued to students electronically via tsa-art.com online registration system.

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WITHDRAWAL AND REFUND POLICY

Notice of withdrawal must be in writing, delivered to the office in person, by post, by email (info@tsa-art.com). All refunds will be processed and paid within 30 days upon receipt of withdrawal notice. Classes cancelled by TSA will be refunded in full. There are no applying refunds to future terms.

Fall and Winter Terms

- Up to 5 business days before the start of the first class, tuition plus applicable fees will be refunded less a \$40 cancellation fee, per course.
- After 5 business days before the start of the first class, up to 5 business days before the third class, 50% of tuition and applicable fees will be refunded per course.
- No refunds issued after two business days before the third class, regardless of attendance, reason, or health status.
- Please note: Reviewing and agreeing to the terms and conditions of this policy is required upon course registration.

Spring and Summer Weeklong Intensives/Camps

- Up to 5 business days before the start of the first class, tuition, model and materials fees will be refunded less a \$40 cancellation fee per course.
- No refunds issued after the start of the course, regardless of attendance, reason, or health status.

Switching Courses

- For each course paid for, only one course switch is allowed, unless the course is cancelled by TSA.
- There will be a \$30 fee per course for any switches thereafter.
- All course switches must occur before the second class begins.
- Additional fees will be charged or refunded.

Course Cancellation and Postponement

- If a course has low enrolment it will be postponed one week. Students will be notified of this change one week before the start of the term.
- A postponed course may be cancelled if the minimum enrolment is not reached. Students will be notified one week before the postponed start date with an option to switch into another course during the same term or to receive a full refund.

ATTENDANCE

We take daily attendance. If your child will be absent, please inform the office and the instructor will be notified. If we do not hear from you, we will notify you regarding the absence.

PHOTO DOCUMENTATION

Studio activities and students' work may be photographed for educational and/or promotional purposes. Please refer to Registration Form for permission waiver.

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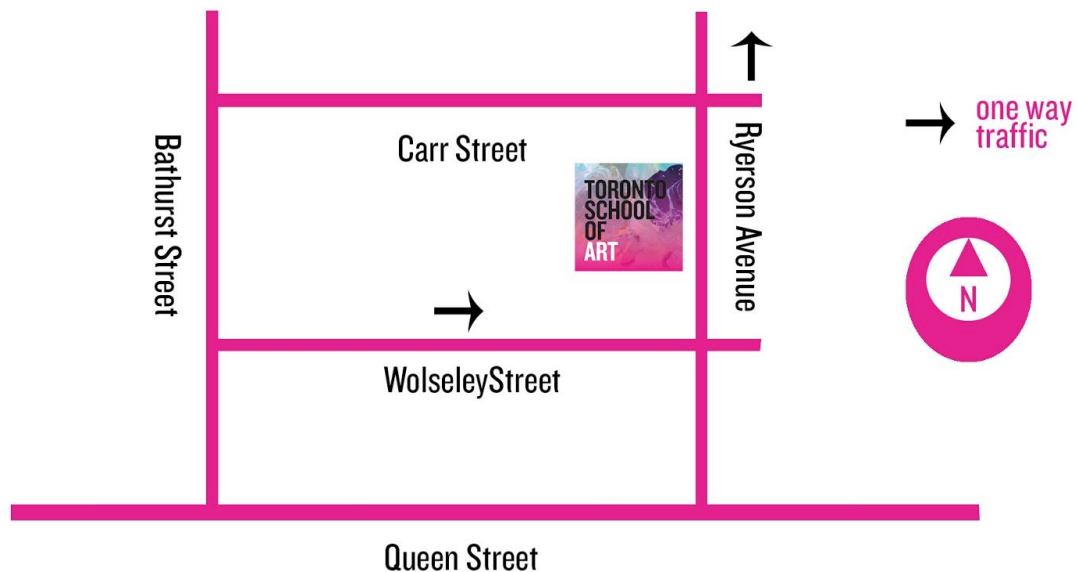
LOCKERS AND STORAGE SPACE

TSA has a number of lockers available for student use. Lockers are rented per person for \$15 each week. Students must use the lock provided by TSA. TSA will remove any remaining contents two weeks after the end of each term without exceptions.

Students may store their artwork in the racks and shelves provided in the studios and painting storage room. TSA is not responsible for loss or damage that may occur to student work and will discard any artwork that has not been removed from the studios seven days after the end of the term. TSA cannot be responsible for artwork not claimed due to space limitations.

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PARKING & TRANSPORTATION



(One block North of Queen & one block East of Bathurst). [Click here](#) for the Google Map.

By TTC (recommended) From Osgoode Station: Take the 501 Queen Streetcar West to Bathurst Street. Walk back east on Queen Street to Ryerson Avenue. Walk North on Ryerson Avenue, the building is on the left (next to Theatre Passe Muraille).

From Bathurst Station: Take the 511 Bathurst Streetcar South to Queen Street. Walk East on Queen Street to Ryerson Avenue. Walk North on Ryerson Avenue, the building is on the left (next to Theatre Passe Muraille).

Parking Onsite and street parking is limited in the area.

Advisable alternatives: Green P - Carpark 106 (15 Denison Ave) Day Maximum (7am – 6pm):\$15.00 Night Maximum (6pm – 7am):\$8.00

Loblaws/WINNERS Parking (RioCan) Day Maximum (6am – 6pm):\$12.00 Night Maximum (6pm – 6am):\$6.00

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SCENT AWARENESS POLICY

In consideration of those who may suffer from chemical sensitivities, medical reactions and serious allergies, we kindly request you limit the use of products containing scents and strong fragrances such as; perfumes, essential oils, hairsprays, deodorants, laundry soaps and softeners, and lotions while visiting Toronto School of Art. Thank you for your cooperation.

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HEALTH & SAFETY PRACTICES IN THE STUDIO

Toronto School of Art will make every effort to provide a safe, healthy work environment. The safety of all members and visitors is a priority at TSA. Every employee must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. **TSA does not permit the use of spray paint, spray fixatives, aerosols, turpentine, damar varnish, talatine, liquin, copal painting medium, grumtine, varsol, citrus solvents, or solvents *other than* odourless mineral spirits.**

We encourage students to use non-toxic products and/or materials in their studio practice. Instructors are responsible for teaching and informing students of safe studio practices, which can be practiced at home. All persons using the TSA facilities are expected to abide by these guidelines.

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TORONTO SCHOOL OF ART CODE OF CONDUCT | Youth Programming

Toronto School of Art believes each person deserves the opportunity to learn and work in a positive environment.

In addition to our *Code of Conduct* below, we recognize and enforce **Bullying Prevention** to the best of our abilities, and encourage our Youth program attendees to spend time discussing what *bullying* means and how to be a good ally during their time at Toronto School of Art.

The Toronto School of Art believes each person deserves the opportunity to learn and work in a positive environment. Small classes, approachable faculty and staff, proper safety precautions, and a wholehearted commitment to quality education are the hallmarks of this school. Every person has the opportunity and responsibility to create a respectful, safe school. Failure to act in a manner that acknowledges the rights and the dignity of each individual in the school community may result in sanctions, expulsion (without refund), or dismissal.

AT TSA, EACH PERSON HAS A RIGHT TO EXPECT A SCHOOL ENVIRONMENT FREE FROM

- HARASSMENT including sexual, racial, and disability harassment.
- VERBAL ABUSE including insults, threats to person or property, foul language, shouting, derogatory or discriminatory remarks.
- PHYSICAL ABUSE whether real, threatened, or implied by word or behavior.
- UNSAFE BEHAVIOUR that may result in injury to a person(s) or damage to the facilities.
- INTOXICATION of any sort by any person attending, teaching, or visiting the school.

AT TSA, EACH PERSON HAS A RIGHT TO EXPECT

- Classes to begin and end at the posted or agreed upon time.
- Classes to be free from disruption including latecomers and cell phones.
- An environment that allows faculty and students to focus on the work of the class.
- Criticism of work to be delivered in the spirit of productive, positive, useful feedback.
- Prompt and courteous responses to concerns and complaints with action taken when necessary.
- Acceptance of the diversity of opinions, appearance, work, and values within the school.

AT TSA, EACH PERSON HAS A RESPONSIBILITY TO

- Behave at all times in a respectful and courteous manner towards others.
- Come to class on time, prepared to work, and allow others to work.
- Clean up their own materials and share in cleaning the studios after use.
- Participate in keeping the school a safe environment by locking doors, reporting hazards, and looking out for others.
- Inform faculty, staff, or the Board promptly of any concerns or issues.
- Toronto School of Art is a signatory to the City of Toronto Non-Discrimination Policy. TSA reserves the right to process complaints and redress internally in accordance with its policies or refer matters to the appropriate body, commission, or court.

CODE OF CONDUCT FOR CLASSES WITH MODELS

- You can expect that your model is an experienced professional here to help you. Getting to know their name at the beginning and thanking them for their hard work at the end of class will help build a positive relationship.

- If you are uncomfortable with unclothed or clothed models, please discuss this with your instructor - if possible **beforehand**.
- Address any problems you may have with model moving, the pose, etc. **to the instructor**, not the model.
- Under **no circumstances** should any student touch the model, make comments or exhibit behaviour that could be considered as inappropriate or sexual harassment. Ask permission to readjust any element such as pose, drapery, or props.
- If you feel a need to tell models that you like their work, tell them by making a comment about the poses, e.g. "Great gestures". **Do not comment on their bodies**. TSA will not tolerate an atmosphere in which objectification and sexualization become factors. Remember, the nature of their work is their poses, not their bodies.
- Models and students alike who are uncomfortable with any inappropriate behaviours on the part of any person in the studio should see the instructor. It is their job to mediate any questionable situation. In *Open Life Drawing Without Instruction*, please help the model, monitor, and fellow participants create a professional environment by following the guidelines set out by this sheet.
- No walking on the model stand. It needs to be kept as clean as possible.
- Talking, cell phones, and especially whispering are highly distracting and insulting to a model who is posing for you and needs to concentrate.
- Photography via camera or cell phone for any reason is strictly prohibited in the studio unless otherwise properly facilitated by the instructor with the model's consent. The intent (ie. student reference material, documentation, promotion) for photography should be clearly discussed with all parties and agreed upon.
- Do not leave the studio while a model is posing as scraping furniture and clanging doors are also distracting. Models take frequent breaks, so try to anticipate. If leaving is unavoidable, close the door behind you to minimize noise.
- Any student unable to comply with these requests will be asked to leave for the duration of the class.

Toronto School of Art has a Sexual Harassment Policy, a copy of which is available in the office. Complaints of sexual harassment are taken seriously and if necessary a formal complaint will be laid.

OFFICE HOURS

Monday to Thursday 9am – 7pm | Friday 9am – 5pm |

Saturday 9am - 2pm

Contact: 416.504.7910 | info@tsa-art.com | 24 RYERSON AVENUE TORONTO, ON, M5T 2P3

Please note: The school does NOT have classes on Public Holidays.

[ACCESSIBILITY NOTICE](#)

TSA STAFF:

Renée Castonguay, Managing Director

Sabina Cuzzocrea, Office Manager

Sonja Clarke, Student and Events Coordinator

Carmina Miana, Administrator/Social Media Coordinator

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ART SUPPLY STORES

The following stores are our suggestions, and offer discounts to TSA Students. Please present student card or email registration confirmation page at time of purchase.

Students will receive a student card on the first day of class.

Aboveground Art Supplies

Toronto - Downtown (OCADU/AGO) | 74 McCaul Street | Toronto M5T 3K2

Mon - Fri 8:30am - 7:30pm | Sat 10am - 6pm | Sun 12 - 5pm

tel: 416.591.1601

Toronto - West (The Junction) | 2868 Dundas St. W | Toronto M6P 1Y9

Mon - Fri 10am - 7pm | Sat 10am - 6pm | Sun 12 - 5pm

tel: 647.726.6738

Toronto - East (The Beaches) | 1842 Queen St. E | Toronto M4L 1G8

Mon - Fri 10am - 7pm | Sat 10am - 6pm | Sun 12 - 5pm

tel: 416.694.0440

Articulations

The Junction | 2928 Dundas St W. | Toronto, ON | M6P 1Y8

Mon-Fri: 11am - 6pm | Saturday: 11am - 5pm | Sunday: 12 - 5pm

tel: 416.901.7464

Curry's Art Store

Mon - Fri 9am – 8pm | Sat 9am - 6pm | Sun 12 - 6pm

283 Dundas Street West | Toronto M5T 1G1

tel: 416-585-9292 | toll free: 866.883.9292

1153 Queen Street West | Toronto M6J 1J4

tel: 416.536.7878 | toll free: 800.490.3567

Toose Art & Graphic Supplies

229 College Street | Toronto M5T 1R4

Mon - Fri 9am – 6.30pm | Sat 10am - 5pm

tel: 416 348 0793 | fax: 416.348.8804

Gwartzmans Art Supplies

448 Spadina Avenue | Toronto M5T 2G8

Mon - Fri 9am – 6.30pm | Sat 9am - 6pm | Sun 12 - 4pm

tel: 416.922.5429

Midoco Art & Office Supplies

555 Bloor Street West (The Annex) | Toronto M5S 1Y6

Mon - Fri 9am – 9.30pm | Sat 10am - 8pm | Sun 10 - 7pm

tel: 416.588.7718 | fax: 416.588.9253

1964 Queen Street East (The Beaches) | Toronto M4L 1H8

Mon - Fri 10am – 9pm | Sat 10am - 8pm | Sun 11 – 7pm

tel: 416.691.5676 | service@midoco.ca