



Updated 21 September 2017

## **TSA STUDENT INFORMATION PACKET Fall 2017 - Winter 2018**

### **Toronto School of Art**

980 Dufferin Street, 2nd Floor | Toronto, ON M6H 4B4  
Tel: 416-504-7910 | [info@tsa-art.com](mailto:info@tsa-art.com) | [tsa-art.com](http://tsa-art.com)

**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. TSA courses are for adults (age 18+), and youth courses are geared for those aged 11-13 and 14-17.

### **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 and transgender folks, seniors and, in some cases, youth, and people marginalized by poverty.

TSA 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. TSA's future home, at Queen and Bathurst, will be barrier-free.

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## OFFICE HOURS

### Regular Office Hours:

Monday to Thursday, 9am – 6:30pm

Friday, 9am – 5pm

Saturday, 9am – 2pm

**Special Office Hours:** (Mon, Dec. 18 - Thurs Dec. 21 & Tues, Jan. 2 - Fri, Jan. 5): **9am - 5pm**

No late hours in this period, and no Saturday hours 12/16, 12/23, 12/30, 1/6

Please note: The school is closed and does NOT hold classes on statutory holidays. Classes will be held on Easter Monday.

### Winter Break Closure:

TSA will be closed from Friday Dec. 22nd through Monday Jan. 1st, inclusive. The office will reopen Tuesday Jan. 2nd.

Regular office hours resume the first week of Winter term, on Monday, Jan. 8.

Contact: 416.504.7910 | [info@tsa-art.com](mailto:info@tsa-art.com) | 980 Dufferin St, 2nd Floor, Toronto, ON M6H 4B4

**Elizabeth D'Agostino**, Managing Director

**Renée Castonguay**, Student and Events Coordinator

**Stacy Lewis**, Office Manager

**Carmina Miana**, Administrator/Social Media Coordinator

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## TSA Building Hours:

While courses are running during the Fall and Winter terms, **students may be in the building** between the following hours: **Monday - Friday: 9am - 9pm | Saturday: 9am - 4pm**

Please note we have strict opening hours for the building. Please ensure you have cleaned up your area and leave the building before the close times noted above.

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## TERM DATES

**FALL TERM: September 11 to December 2, 2017 (Make-up weeks: Dec. 4 to 15, 2017)**

**WINTER TERM: January 8 to March 31, 2018 (Make-up week: April 2 to 7, 2018)**

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## TUITION AND FEES

The costs of attending TSA depend largely on the course(s) a student is enrolled in. In addition to tuition there will be an admin fee at the time of registration. This \$20 fee is charged per transaction, whether registration is for one or five courses in a single transaction. (No rebates if multiple course registrations are made over multiple transactions.)

Other fees besides base tuition may include a model fee, material fee, or digital lab fee.

Students are provided with a materials list compiled by the instructor; these lists are all available on the course page online and can be retrieved by course link provided in the confirmation email.

These materials must be purchased directly by the student and are NOT covered by the course materials fees.

TSA must receive payment in full in order to secure a spot in a class.

### Base Tuition per Course Length:

12-week course	(36 hours of instruction)	\$475
8-week course	(24 hours of instruction)	\$335
6-week course	(18 hours of instruction)	\$290

**Note:** All courses are subject to a registration fee (\$20 per transaction). Most courses have an additional model, material, or lab fee. See individual course pages on our website for cost breakdowns.

## OTHER FEES

Locker Rental (optional): \$15.00 per term

Transcripts: \$20.00

Confirmation of Enrolment letters: \$20.00

Returned cheque / NSF Fees: \$20.00

## RECEIPTS

Tuition receipts are issued to students electronically via registration confirmation emails.

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## **COURSE SWITCH, WITHDRAWAL AND REFUND POLICY**

Notice of withdrawal must be in writing, delivered to the office in person, by post, or 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. Student may not apply refunds to future terms.

Please note: Reviewing and agreeing to the terms and conditions of the below respective policies is a required item during course registration.

### **For 12- and 10-week courses:**

- 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.

### **For 8- and 6-week courses:**

- 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 second class*, 50% of tuition and applicable fees will be refunded per course.
- No refunds issued after five business days before the second class, regardless of attendance, reason, or health status.

### **Switching Courses:**

- One course switch is allowed per course, unless the course is cancelled by TSA.
- There will be a \$40 administrative fee per course for any switches thereafter.
- All course switches must occur *before the second class begins*.
- Additional tuition 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 course.
- 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 within the same term or to receive a full refund.

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## **INDEPENDENT STUDY | The Personal Critique Program**

*The Personal Critique Program* offers any TSA student, high school student or a student from a post-secondary program, and/or practicing artists at any career level, an opportunity to meet with a professional artist from the TSA Faculty for a consultation, evaluation, or critique of their art work.

The consultation can provide constructive feedback or direction for developing work and/or applying for a post-secondary art program. Individuals can select a specific TSA Faculty member to review their work if so desired. A one-hour session can provide advice, direction for building one's artistic skills, identifying strengths, exploring new mediums or navigating the art scene. Critiques in all disciplines are available in painting, drawing, sculpture, collage, installation, printmaking, photography, digital, film/video, new media, community and/or performance art.

### Individual Critique Fees

	<u>Current TSA student</u>	<u>Non-student</u>
1-hour session:	\$65	\$90
1.5-hour session:	\$97	\$135
2-hour session:	\$130	\$180
2.5 hour session:	\$163	\$205
3 hour session:	\$200	\$250
Consultation Card: 5 sessions/ 5 hours	\$320	\$420

Please note: Promotional Discounts cannot be applied to Independent Study Programs. Consultation Cards are non-refundable and must be used within one year of purchase. Independent Study Programs will be subject to an additional registration fee.

If a non-student registers for a course in the term the critique session occurs, as a result of the session, they will be refunded the difference between a non-student rate and a student rate.

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### REDUCED TERM COURSE PACKAGE

If you are unable to commit to a full-term course, you may purchase a package of 7 or 9 classes. The Reduced Term Course Packages (RTCP) available for each course length is listed below. To register, call or drop by the office.

7 CLASSES: \$335 (Spring, Fall, Winter terms)

9 CLASSES: \$405 (Spring, Fall, Winter terms)

### RTCP TUITION AND FEES

Base RTCP tuition, plus any applicable model, material, or lab fees, plus the \$20 admin fee.

### TERMS AND CONDITIONS

- Reduced Term Course Packages (RTCP) reflect one course registration each, and exclude 6-week courses, 3-day workshops, and 1-week intensives.

- RTCP must be arranged before the start of the first class, and are only available by contacting the office.
- Not all courses are eligible.
- TSA reserves the right to limit the number of RTCP allotted for specific courses. Please inquire early as some seats fill up quickly.
- Promotional discounts and programs are not valid for this service.
- A course switch must be requested before the second class within the same term and may be subject to an administration fee.
- RTCP registration is based on availability and subject to minimum enrollment to run as scheduled. In the case a course is cancelled due to low enrollment, students may switch into another course within the same term or receive a full refund. RTCP are non-transferable to future terms.

#### WITHDRAWAL AND REFUND POLICY

All withdrawal requests must be submitted to the office in writing. Students have up to 5 business days before the start of the course to receive a refund less a \$40 cancellation fee. Between this period and the end of the first week of the course, students will receive a partial refund (50%). No refunds will be issued after the second week of the course.

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#### ATTENDANCE

All students are asked to attend classes on time at the scheduled hour for the duration of the term. If a student is not able to attend a class, they should contact the instructor or the office in advance. All instructors begin their sessions on time and reserve the right to close the door when proceeding with a demonstration. If students do not show after one hour, the instructor can terminate the session.

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#### MAKE-UP CLASSES

Classes that fall on statutory holidays may be postponed at the discretion of the instructor. A make-up week for classes will be follows the last week of term. No provisions are made for students who miss a class.

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#### PHOTOGRAPHY

Studio activities and students' work may be photographed for educational and/or promotional purposes. Please contact the office if you do not consent.

Per our Model Code of Conduct, neither students nor staff may take photographs while a model is in the studio. Students are to put cell phones away during any sessions with life models.

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#### INCLEMENT WEATHER POLICY

Toronto School of Art will remain open and in full operation during regular hours, weather permitting. Classes will be held unless specifically canceled by the instructor. Poor weather

conditions may sometimes make it difficult for employees and students to make it to class, but they are expected to make arrangements to arrive as soon as possible.

In the case of inclement weather conditions, TSA reserves the right to cancel classes. Students are responsible for checking their email, voicemail, TSA website (tsa-art.com), and/or TSA's social media pages (TSA on Facebook and @tsa-art on Twitter), or call the office (416.504.7910) to determine if individual classes have been canceled by the instructor. In severe weather conditions, a decision may be made to restrict operations or to close the school altogether.

If a class is cancelled due to inclement weather, TSA staff will make their best efforts to arrange a make-up class. There are no refunds issued for such cancelled classes, or a scheduled make-up class a student is not available to attend.

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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 term. *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.

TSA is not responsible for lost or stolen articles. Students are advised not to leave personal belongings unattended, especially purses, tools, cameras, and other electronic equipment.

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### PARKING & TRANSPORTATION

TSA does not have designated parking. Nearby street parking is available along Croatia Street (between Dufferin St and Brock Ave), Brock Avenue, Brock Crescent, and Bloor. Always check signage for parking regulations.

We are located across from Dufferin subway station and on the bus line. We also have a bike rack for cyclists.

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### HEALTH AND SAFETY

The safety of all members and visitors is a priority at TSA. All persons using the TSA facilities are expected to abide by the *Health and Safety Policy*.

#### Approved materials for use in TSA studios:

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. **Each person is responsible for making themselves aware of potential hazards or allergens**

**and taking the appropriate measures (i.e. using masks and/or gloves). Students are encouraged to speak to their instructors regarding product information and resources. Students with nut allergies may be sensitive to walnut oil that may be used by students painting with oils. Please bring any allergies to our attention so we may accommodate you.**

All solvents need to be discarded into solvent containers in each studio. **Do not pour any solvents into the drains.** Any excess paint, either Acrylic or Oil, should be wiped off brushes, palette knives, and palette surfaces with paper towels and put into the garbage bins. Do not discard any amount of paint into sinks and sink drains. Safe oil paint brush cleaner alternative: 50% Sunflower oil + 50% Sunlight liquid soap. This is an easy and safe way to clean brushes in the sink. This formula needs to be provided by students using oils.

M.Graham makes their oil paints with walnut oil, which is lighter-bodied and clearer than linseed oil. It is easy to clean brushes and extend paints with walnut oil, eliminating the need for any solvents at all. If your painting style requires thin, faster-drying applications of paint or thinning of paint mediums, Walnut Alkyd Medium is an appropriate medium.

Gamblin, a leader in studio safety, makes *Gamsol*, one of the highest quality and safest solvents available. Gamblin painting mediums provide many solutions for studio safety for all types of oil painting techniques. Any solvent should be disposed of properly by storing in a leak-proof container and taking to an approved collection facility for hazardous materials (See below). We request that all students using oil paint bring in a jar or contained with a lid to class to keep fumes at a minimum, as well they can be transported back and forth to class. We recommend that solvent containers are closed in between use. Throughout the term and at the end of the course students can dispose only approved solvents in the solvent jug located in each studio.

Students can also purchase *Izosol*- odorless nontoxic solvent, which is made by KAMA pigments (sold at Aboveground) or Gamsol by Gamblin (sold everywhere). Please try to avoid "Taltine," especially the Demco stuff from Deserres. [www.gamblincolors.com](http://www.gamblincolors.com). Aboveground carries Gamblin and Kama products. Curry's sells M. Graham products.

Water-based Oils: There currently are three brands of water-based oils on the market: Holbein Duo Aqua Oils, Grumbacher Max, Winsor & Newton Artisan Water Mixable Oils.

Recommended oil brands: Gamblin, Old Holland, M.Graham, Kama, Stevenson, Winsor & Newton, Grumbacher, Holbein.

Recommended acrylic brands: Golden, Liquitex, Stevenson, Tri Art.

### **Where to safely dispose of solvents (Household Hazardous Waste):**

Household Hazardous Waste disposal at all Drop-off Depots:

Tuesday - Friday: 10:00 a.m. - 6:00 p.m., Saturday: 7:00 a.m. - 12:30 p.m.

North York:

188 Bermondsey Rd. | Toronto, ON M4A 1Y1

50 Ingram Dr. | Toronto, ON M6M 2L6

3350 Victoria Park Ave. | Toronto, ON M2H 3K5

Toronto School of Art

980 Dufferin Street, 2nd Floor, Toronto, ON M6H 4B4

416-504-7910 | [info@tsa-art.com](mailto:info@tsa-art.com) | [tsa-art.com](http://tsa-art.com)

Toronto:  
400 Commissioners St. | Toronto, ON M4M 3K2

Etobicoke:  
120 Disco Rd. | Toronto, ON M9W 1M4

Scarborough:  
1 Transfer Place | Toronto, ON M1S 5H8

**Please note:** For the safety reasons, all household hazardous materials delivered to Drop-off Depots must be delivered by motorized vehicles. Household hazardous waste is a free drop-off. Since there is no charge, your vehicle does not need to be weighed. For drop-off locations in downtown Toronto, check <http://www.makethedrop.ca/locator> to see community Hazardous Waste drop-off events.

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## PETS & SERVICE ANIMALS

Please be advised pets are not allowed to accompany students during courses at TSA with the exception of registered service animals. The use and safety of the service animal is the responsibility of the owner. In cases where another student is allergic to said service animal, an assessment will be made by the office to accommodate each party.

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## SCENT-FREE POLICY

The *Values Committee* is committed to developing principles ensuring diversity and equity practices at the Toronto School of Art. TSA is committed in creating a safe and healthy environment for all students, faculty, staff, and visitors. **Scent-free policy:** In consideration of those who may suffer from chemical sensitivities, medical reactions and/or allergies, we request you limit the use of products containing scents/fragrances such as; perfumes, hairsprays, deodorants, laundry soaps/softeners, and lotions while visiting Toronto School of Art.

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## TORONTO SCHOOL OF ART CODE OF CONDUCT

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.
- 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.

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#### 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.
- Ask instructor to re-adjust any element such as pose, drapery, or props.
- Under no circumstances should any student touch the model, make comments or exhibit behavior that could be considered 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 behaviors on the part of any person in the studio should talk with the instructor. It is their job to mediate any questionable situation. In Open Life Drawing Without Instruction, please help the model, moderator, 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, especially whispering, is highly distracting and insulting to a model who is posing for you and needs to concentrate. Please have your cell phone on silent, and take phone calls outside of the studio.
- 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.
- No photographing of the model. Cell phones are not permitted to be out while a model is posing.
- Any student unable to comply with these requests will be asked to leave for the duration of the class.

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## **ART SUPPLY STORES**

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

### **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

### **Curry's Art Store**

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

490 Yonge Street | Toronto M4Y 1X5  
tel: 416-967-6666 | toll free: 866.967.6666

283 Dundas Street West (OCADU/AGO) | Toronto M5T 1G1  
tel: 416-585-9292 | toll free: 866.883.929

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

Toronto School of Art

980 Dufferin Street, 2nd Floor, Toronto, ON M6H 4B4

416-504-7910 | info@tsa-art.com | tsa-art.com

tel: 416 348 0793 | fax: 416.348.8804 | [tooseart@gmail.com](mailto:tooseart@gmail.com)

**Articulations**

2928 Dundas St West (The Junction) | Toronto M6P 1Y8  
Mon-Fri: 11am - 7pm | Sat: 11am - 5pm | Sun: 12 - 5pm  
tel: 416-901-7464

**Gwartzman's Art Supplies**

448 Spadina Avenue | Toronto M5T 2G8  
Mon - Fri 9am – 6.30pm | Sat 9am - 6pm | Sun 12 - 4pm  
tel: 416.922.5429 | [gwartzmans@rogers.com](mailto:gwartzmans@rogers.com)

**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

964 Queen Street East (The Beach) | Toronto M4L 1H8  
Mon - Fri 10am – 9pm | Sat 10am - 8pm | Sun 11 – 7pm  
tel: 416.691.5676 | [service@midoco.ca](mailto:service@midoco.ca)

**Sculpture Supply Canada**

345 Munster Avenue | Toronto | M8Z 3C6  
Mon - Fri 8am - 5pm | Sat 9am - 1pm | Sun CLOSED  
tel: 416.234.1075 | fax: 416.234.1516 | [order@sculpturesupply.com](mailto:order@sculpturesupply.com)