

WELCOME TO THE HALIBURTON SCHOOL OF ART + DESIGN

We're looking forward to having you learn and create with us at the Haliburton School of Art + Design. The following details will assist you with your preparations.

Location:

This course is located at the **Lindsay ("Frost") Campus**: 200 Albert Street South, Lindsay, Ontario. Paid parking is available for \$6 per day. <https://flemingcollege.ca/parking>

Hours:

Your classes will run from 9:00am to 4:30pm, Monday to Friday, unless otherwise specified, with an hour midday lunch break.

Food and Beverages:

Minimal food service options are available on-campus. You're welcome to bring your own food and drinks.

Accommodation:

There are numerous places to stay in the area. An internet search will provide options from hotels/motels to short term rentals.

Materials you need to bring:

Where applicable, a list of materials necessary for your course is included in this document. Materials are NOT available for purchase 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 arts 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 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, 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 be able to attend a different course within the current schedule/year we would be happy to attempt to accommodate you, pending space availability.
- Courses are non-transferable.
- Notification can be received by email at askus@hsad.ca, or fax, (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 COURSE MATERIALS/INFORMATION PAGE BELOW)

MATERIAL LIST

Writing - Mindful Ink - Transforming Your Narrative (ARTS2767_41)

Instructor: Jennifer Sharp

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

Please bring:

- Notebook
- Writing implement
- Or use a device if that is your preference

Please check the status of your course before purchasing materials!

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

MANDATORY STUDIO SAFETY PRACTICES

Your health and safety is our priority. Our studio environments can have a number of objects, tools and chemicals that require personal protective equipment (PPE) or other consideration for your wellbeing. 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 chemical 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.