



The Florence Academy of Art

FAA POLICIES

FAA Policies

TABLE OF CONTENTS

Subscribing to Policies	Page 4
Campus Life	Page 5
Waste Management & Sustainability	Page 11
Student Health, Wellbeing & Institutional Values	Page 13
Academics	Page 16
Tuition & Payment	Page 24

Subscribing to Policies

The Florence Academy of Art endeavors to provide an educational environment that nurtures and encourages the artistic talents of each student. This requires all students to respect the policies of the Academy, as well as its instructors and fellow students.

By understanding and following the expectations, policies, and procedures outlined in this manual, each student contributes to a respectful, safe, and supportive community. We are committed to supporting our students and helping them make the most of their educational and artistic experience at the Academy.

We wish all students a successful, fulfilling, and enjoyable year.

- **By enrolling in the Academy, students agree to subscribe to these policies & regulations** •

Campus Life

CAMPUS ACCESS & CLOSING TIMES

Monday – Friday:	8:00am – 9:00pm
Saturday:	9:00am – 7:00pm
Sunday:	9:00am – 5:00pm

All access and closing times are published in the student handbook and notice boards.

Studio and campus opening hours may change from time to time. Any changes will be communicated on the relevant notice boards and/or within the studios affected.

Students may use the campus and studios only during the official published opening hours.

School gates are locked promptly by security staff at the published closing time.

To help everyone leave the campus safely and on time, please start packing up your workstation **15 minutes before** the published closing time. This will give you enough time to tidy your space and make your way out before the gates are secured.

For everyone's safety and security, the night security guard carries out regular checks of the studios and campus.

GATES, KEYS & KEYCARDS

Students are issued an individual **key card** and/or key for campus and studio access during orientation on the first day. Students may enter the campus studios independently through the dedicated student entrance.

Students may invite guests with prior approval from the Office.

Lost key cards (or visitor badges) must be reported to the Facilities Office.

Details and policies on access, including full open hours, accessibility are provided in the Student Handbook.

Campus Conduct

The Academy's campus is a shared community space, and all students, faculty, and staff are expected to treat it and one another with courtesy and respect. The following guidelines apply throughout all FAA locations:

- 1. Please leave all public areas clean and free of trash.** Keep shared areas, sinks, grinding tables, and material preparation areas clean and ready for the next user.
- 2. Please keep noise and disruptive activities to a minimum throughout the campus.** Be considerate of others who are working or studying.
- 3. Please make sure that campus and studio doors are closed when entering or leaving the studio.** This helps conserve heat during the winter and keep the studios cool

during the summer.

4. **Fire exits, corridors, stairways, and access routes must be kept clear at all times.** Do not block or obstruct doors, emergency equipment, or escape routes.
5. **No smoking is allowed inside the studios or inside any FAA school building.**
6. **School furniture, equipment, tools, and materials must remain in their designated areas and must not be removed without permission.** School equipment and tools must be used properly and only for their intended purpose. Students must not use equipment they have not been instructed or authorized to use. Any damage or malfunction should be reported to the appropriate staff member.
7. **Lockers are provided for the storage of personal belongings and art materials.** Hazardous materials must not be stored in lockers. **Please do not place items on top of lockers.**
8. **Bicycles must be parked in the designated bike racks where available, but must not be locked or secured to the racks.** Bicycles may not be left on campus between terms or during the summer without prior written permission from the Facilities Office.
9. **The Academy is not responsible for the loss or damage of personal belongings, artwork, or materials left in the studios.** Please use the lockers provided. Materials and personal belongings left at the school after the end of the academic year may be disposed of.
10. **Students may invite guests with prior approval from the office.** Students are responsible for ensuring that their guests follow Academy rules and do not enter restricted areas.
11. **Important information for students is shared by email and/or posted on bulletin boards or studio doors.** Students are encouraged to check their email regularly and read the information displayed around the school.
12. **The Florence Academy of Art reserves the right to use photographs, recordings, and other representations of students, including their likeness, voice, and artwork, for promotional and educational purposes.** Any restrictions or conditions must be communicated in writing to the FAA Communications Office.
13. All waste and materials must be disposed of in accordance with the *Waste Management & Sustainability Policy*.

Studio Set Up

Each morning, general studio set up takes place between approx. 8:20 - 8:55 am. Students are expected to keep quiet and be in the studio ready for class at least 5 minutes before their class starts:

- Drawing and Painting students begin working at 9:00am
- Sculpture students begin working at 8:45am

If you don't arrive at least 5 minutes before the class starts, you must wait until the first break to enter the studio. You may set up in the model room only during the breaks. If you arrive late, and your easel is occupied, the instructor may assign you to another easel for that model session if available.

The same policy applies to the afternoon session: set up takes place before 12:40pm (sculpture)

12:55pm (drawing & painting);

- Drawing and Painting students begin working at 1pm
- Sculpture students begin working at 12:45pm

Instructors are not required to give you a critique if you arrive after the first break.

Students are expected to keep quiet and be in the studio ready for class at least 5 minutes before class starts.

Studio Conduct

The studio is a shared space. To ensure that everyone can work and study in a comfortable, respectful, and productive environment, all students are expected to follow the rules and guidelines outlined below:

1. Students are expected to keep quiet and be in the studio ready for class at least 5 minutes before class starts.
2. Please keep noise and talking to a minimum during class time, including afternoon sessions from 5:00–7:00 pm. Although the model finishes at 4:00 pm, some students are still working — please keep noise and disruptive activities to a minimum at all times.
3. Please wait until break to walk through the model area and be aware of not disturbing your fellow classmates that may still be working.
4. Please keep your assigned studio space clean and clear of trash and clutter. Please leave easels clean for the next person.
5. The use of cell phones/personal computers/tablets is not allowed inside the studio spaces during class.
6. No photography or filming of nude or clothed models is allowed at any time. No filming during the final critique is allowed.
7. No food, snacks, or beverages in open containers (including coffee, tea, soda, and juice) are allowed in the studios. Students may bring a spill-proof, securely sealed water bottle/thermos.
8. Students must respect the work and personal space of others. Do not move, touch, or use another student's artwork, materials, or belongings without permission.
9. None of the school's instructional furniture (easels, drawing tables, stools, modeling stands, etc.) may be taken out of the studios.
10. Students may not set up additional lights, heaters, or fans without permission from the office. Do not place anything on top of electric heaters (particularly flammable substances); keep electrical heaters facing away from model cloths.
11. Students must sign out casts and Bargue drawings and handle these with care. Any person causing damage to the casts or other school property will be held financially and legally responsible.
12. Students are responsible for removing tape from boards and floors at the end of each project (and final critiques). Easels must be left clean after use.
13. The use of strong-smelling substances is not permitted in the studio. Please always be

considerate of others when working in shared spaces.

14. The use of studio spaces for personal projects may be permitted when the studio is not in use, upon completion of a prior request form.
15. Large items, such as oversized painting props, furniture, or similar objects, must not be brought into the studio without prior authorization from the office.
16. Only instructors or designated assistants may direct poses or make physical adjustments during sessions. Students must not touch the models under any circumstances.
17. If you need help, please see the instructor or assistant instructor of the day (consult your class schedule). All decisions, both instructional and disciplinary, are made by the instructor of the day.
18. Outside of class time, the last person to leave the studio is responsible for turning off all heaters, spotlights, and lights.
19. Oily rags and towels (fire hazard) must be disposed of in accordance with the guidelines outlined in the *Waste Management & Sustainability Policy*. Do not pour oils, solvents, gesso, glue, or other materials into sinks or drains.
20. Hazardous materials and waste must be handled and stored according to the new *Waste Management & Sustainability Policy*. Unmarked containers will be discarded.
21. All waste and materials must be disposed of in accordance with the *Waste Management & Sustainability Policy*.

GENERAL PROVISION

Students, faculty and other staff, as well as visitors and guests on school property, are prohibited from engaging in, among other things, any action or situation, which recklessly or intentionally endangers mental or physical health or involves the consumption of illegal drugs or abuse of alcohol. Students may not bring non-prescribed drugs onto school property. The penalties for violations will include the ejection of the violator from school property and in the case of a student, staff or faculty violator, their suspension or expulsion. Alcohol must be consumed responsibly and should not disrupt or distract those working.

MISCONDUCT IN THE STUDIO

Student misconduct is defined as disruptive behavior or instigation of disruption of a class or other school activity, creating public annoyance or alarm, or unreasonable noise; tampering with, misusing or vandalizing fire safety equipment or security systems or devices; willful defacing, damaging or destroying of school property or of another's property; unauthorized removal, theft or damage of instructional materials; unauthorized entry, unauthorized use of keys to schoolrooms and facilities, unauthorized presence in offices or spaces at times when such presence is prohibited; unauthorized or fraudulent use of services or facilities (such as computers, telephone, etc.)

Misconduct is subject to review by the Academic Director, and selected members of the teaching and administrative staff. Final academic disciplinary decisions are made by the Academic Director.

Possible penalties for misconduct include:

- **Reprimand:** a verbal or written notice indicating that a recurrence of the misconduct may result in further penalties.

- **Academic review:** the student is in official jeopardy; commission of a serious offense during this period will normally result in suspension or expulsion.
- **Suspension:** a suspended student forfeits all privileges of enrollment and may be required to petition for readmission.
- **Expulsion:** permanent separation from the Academy.

In cases where there has been damage or loss to the school or an individual the student may be required to repair or replace the damage or loss caused. Failure to do so may result in, among other things, the denial of graduation or further enrollment.

In cases where the student shows obvious signs of mental distress in the studio, for example, alcohol on breath or frequent absences, instructors will inform the Program Director immediately. If the student's behavior in the studio is immediately serious: obvious signs of depression, emotional instability, frequent and prolonged absences (3 days or more) and/or performs actions that put them or other students in harm's way, the Program Director or principal faculty will inform an office staff member immediately or call the Academic Director.

The Academic Director will meet with the student to assess what future action should be taken. This could include giving the student a second chance to get control of the situation, letting the student go immediately, or calling the student's emergency contact.

The Academic Director may impose an emergency suspension when in their judgment, such action appears necessary (a) for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity.

Students have the right to meet with the Academic Director after receiving a reprimand to address the grounds for probation, suspension and/or expulsion. Upon expulsion the student will not be entitled to a refund of tuition or fees already paid and will turn in keys and vacate the premises immediately.

Students may appeal the Academic Director's decision in writing to the Academic Director or Registrar within one week. At that time, a committee will be formed composed of one principal instructor and the Executive Director or Registrar (or Office Manager). Fellow students may be heard for both parties. The committee will review the action and make a recommendation to the Academic Director for a final decision.

MISCONDUCT • WORKSHOP STUDENTS additional policies:

In addition to the studio policies in general, and due to the nature of the short intensive class schedules and limited time students are in class, any disruptive behavior in a workshop environment will not be tolerated and the person/s in question may be asked to leave the studio immediately by the instructor of the day.

The Academic Director also has the right to impose an emergency suspension when in their judgment this appears necessary (a) for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity.

Any students that do not adhere to the studio policies may jeopardize being offered a place in any future workshops, courses or activities at The Florence Academy of Art.

GRIEVANCE ISSUES

If a student has a problem that is academic in nature, or if they are experiencing a problem in the studio, they should initially speak to the Instructor of the day. If they feel they are unable to solve the issue they should then bring it to the attention of the Program Director.

If a student has a problem that is personal, cultural, medical, or logistic, they should speak to the Registrar or Office Manager who is responsible for services to students and will give them appropriate direction if necessary to obtain support from professionals in specialized fields that fall outside of the Academy's educational program.

All matters will be handled with the utmost respect for the student's privacy and well-being.

SAFE HANDLING OF MATERIALS

The school adheres to strict rules and policies regarding the safe handling of all materials and is fully committed to support ecological practices within the realm of realism drawing, painting, and sculpture. In addition, all policies implemented comply with the standards set by the National Association of Schools of Art and Design (NASAD) <https://nasad.arts-accredit.org/> of which The Florence Academy of Art is an accredited member.

While the use of any toxic or potentially harmful material is limited and controlled, please note that rectified turpentine is used in controlled quantities.

During courses and workshops students are advised on how to use materials safely, including disposal where relevant. If a student does not wish to use turpentine, they may use mineral spirits instead, however again, other students will be using turpentine during the day.

Regarding strong odors and ventilation, there is no substantial smell of turpentine thanks to strict practices of using small amounts and always keeping reserves in closed jars. Furthermore, the main school building is a large open-plan space divided into studios with sufficient light, high ceilings and ventilation from outside entrances and corridors which run the length of the school. Oil paint is used daily.

The section on studio conduct indicates the safe handling of materials; additional information is also offered during certain workshops and programs, and where necessary for the materials being used. Instructors are also available to advise students on materials, and their safe handling and use, as well as during materials lectures included in the 3-year program.

For any questions on the correct handling and use of materials please ask your instructors.

All waste and materials must be disposed of in accordance with the Waste Management & Sustainability Policy.

Materials Safety Data Sheets are available upon request from the Facilities Office.

Waste Management & Sustainability

Students are required to follow the guidelines for the proper disposal of materials, as indicated on the waste bins, in the infographics displayed throughout the campus, and in this policy. Proper waste separation and disposal are essential to maintaining a safe, clean, and sustainable environment for everyone.

Correct waste separation and disposal are important for everyone's safety and are required by applicable regulations. If you are unsure where something should go, please ask the Facilities Office before disposing of it.

Common Waste

To help keep our facilities and artworks clean and safe, food and drinks are allowed only in the designated areas: **Student Lounge, FAA Café, Courtyard**

Please note: General Waste is intended only for ordinary, non-hazardous waste. Contaminated or hazardous materials must not be disposed of in General Waste or recycling bins. Please use the designated containers indicated for these materials.

Glass (Student Lounge, Kitchen Areas and Courtyards)

Please dispose of glass bottles and jars in the designated glass bins. Crystal, mirrors, ceramics, and Pyrex should go into General Waste.

Organic / Compost (Student Lounge, Kitchen Areas and FAA Café)

Food scraps, coffee grounds, tea bags, and food-soiled paper such as used napkins or greasy pizza boxes.

Paper and Cardboard

Clean paper and flattened cardboard boxes. Food-soiled or greasy paper should go into Organic Waste or General Waste.

Plastic, Metal and Tetrapak

Plastic bottles, food containers, aluminum cans, and beverage cartons such as milk or juice cartons. Please empty and crush containers where possible.

General Waste

Non-recyclable materials such as snack wrappers, dirty non-compostable packaging, receipts, ceramics, crystal, and mirrors.

Warning: Spontaneous combustion risk

Paper contaminated by oil, solvents or pigments: Rags, paper, and other materials soaked with **oils** or **solvents**, including turpentine and mineral spirits, can pose a risk of **spontaneous combustion**.

These materials must be disposed of in the designated metal bins. Please always keep the lid closed.

Studio waste

Charcoal dust: Please dispose of charcoal dust only in the tall bins provided in each classroom. Keeping charcoal separate helps prevent dust from spreading and makes disposal safer.

Drawing and painting programs

Paper contaminated by oil, solvents or pigments:

Rags, paper, and other materials soaked with oils or solvents, must be disposed of in the designated metal bins. Always keep the lid closed to avoid **spontaneous combustion**.

Sculpture Program

Clay residue:

Please dispose of clay residue in the designated classroom bins.

Plaster residue:

Please dispose of plaster residue in the designated classroom bins.

Reagent tubes:

Please place reagent tubes in the designated classroom bins.

Special & hazardous waste

Contaminated containers and tubes

Please make sure contaminated containers and tubes are closed and placed in the designated containers in the Bottega (Via Aretina) and brush cleaning areas (Via Luna).

This includes:

- Empty white lead tubes and containers used for painting
- Other pigment tubes
- Spray cans, including fixative and varnish
- Containers used for oils and solvents, including linseed oil, mineral spirits (acquaragia), odorless thinner, raggolina, shellac solvent, and turpentine

White lead, Grinding process

Waste generated during the pigment grinding process should be placed only in the designated red-lid bin in the Grinding Lab.

Empty silicone buckets

Please stack empty silicone buckets in the outside storage space number 16.

Student Health, Wellbeing & Institutional Values

MEDICAL ISSUES/CONDITIONS

Please note that the methodology we teach asks students to stand or be mobile for long periods, potentially 3 to 6 hours per day depending on the course or workshop, as well as periods of intense concentration. This is integral to our approach as students move between their easels or sculptures to view the subject from a distance, then return to apply their work.

If you have a condition that may adversely affect your attendance, performance, or ability to concentrate, please consult your physician before starting, or moving forward in the program. We invite students where possible, to inform the Registrar, Office Manager or Program Director. The Florence Academy of Art is committed to a policy of non-discrimination as indicated below. All matters will be handled with the utmost respect for the student's privacy and well-being.

First aid boxes

First aid boxes are located throughout the Academy's locations.

Via Aretina Campus: Student Lounge, Bottega, FAA Café, Office bathroom.

Via Luna Studio: Next to bathroom

Via Bandiera Studio: Bottega

SERVICE DOGS & SUPPORT ANIMALS

Upon pre-written request accompanying applications with authorization from the school's direction, the school allows the use of Service Dogs for example - any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

While the school recognizes the importance of Support Animals, including emotional support animals, we may only accept support animals inside the school studios on rare occasions for short 2-week workshops or short events only.

Unfortunately for the (full time) long-term 1 or 3-Year programs we are unable to accept support animals in the studios due having students enrolled with specific allergies to dogs and cats within a school that has a shared open space facility.

NON-DISCRIMINATION POLICY

The Florence Academy of Art is committed to a policy of non-discrimination of any kind. Students enrolled in the Certificate and Workshops are students of the Fondazione Florence Academy of Art, a private Italian foundation recognized by the Region of Tuscany, and are admitted based solely on merit and institutional criteria.

Sexual Harassment, Sex- or Gender-Based Harassment

The Florence Academy of Art is committed to protecting the dignity, safety, and freedom from discrimination of all students, faculty, staff, collaborators, and volunteers.

The Academy does not tolerate sexual harassment, harassment on grounds of sex or gender, or sexual abuse in any form.

This policy applies to conduct occurring in connection with Academy activities, whether on Academy premises or elsewhere, including classrooms, studios, field trips, off-site activities, social functions, and digital or electronic communications. It applies to conduct between students, between faculty or staff, and between students and faculty or staff.

Prohibited Conduct

Sex- or gender-based harassment includes unwanted conduct related to a person's sex or gender that violates their dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Sexual harassment includes unwanted conduct of a sexual nature, whether physical, verbal, non-verbal, or digital, that has the same purpose or effect. A single incident may be sufficient depending on its nature and circumstances.

Examples include, but are not limited to:

- * unwelcome sexual advances or persistent requests for dates;
- * requests for sexual favours;
- * unwelcome comments about a person's body, appearance, or sex life;
- * sexually offensive comments, jokes, images, messages, or other material;
- * staring, leering, or other sexually inappropriate non-verbal conduct;
- * unwanted physical contact;
- * sexual conduct involving abuse of a position of authority; and
- * coercion, threats, or retaliation connected with such conduct.

Submission to or rejection of sexual conduct may never be used as a basis for decisions concerning a student's studies, evaluation, admission, or opportunities, or an employee's employment, remuneration, or career.

Relationships of Trust and Authority

Faculty and staff who interact with students occupy positions of trust and authority. Sexual or romantic relationships are therefore prohibited between a student and any faculty or staff member who has authority or influence over that student. Attempts to initiate such relationships are also prohibited.

Any pre-existing personal relationship that may create a conflict of interest, favouritism, or bias must be disclosed to the Academic Director and appropriately managed.

Reporting a Concern

Any student or member of the Academy community who experiences or witnesses conduct covered by this policy is encouraged to report it promptly to a Principal Instructor or the Office Manager. Where this is inappropriate, a report may be made to another senior member of the Academy, including the Academic Director or Executive Director.

Reports may be made orally or in writing and will be handled as confidentially as reasonably possible. Anonymous reports will be considered to the extent permitted by the information available.

The Academy will promptly assess any report and, where necessary, may take temporary protective measures to safeguard the persons involved and the Academy community. Such measures are preventive and do not in themselves constitute a finding of responsibility.

Fair Process and Protection from Retaliation

Both the person making a report and the person who is the subject of a report have the right to be treated with respect and fairness. A person accused of misconduct will be informed of the allegations, to the extent compatible with the proper handling of the matter, and given a reasonable opportunity to respond before any disciplinary determination is made.

Retaliation against anyone who makes a good-faith report, assists another person in making a report, or participates in a procedure under this policy is prohibited and may itself constitute a disciplinary offence.

Reports and investigations will be handled with appropriate confidentiality. Information will be shared only where reasonably necessary to address the matter, protect the persons involved, obtain appropriate professional assistance, or comply with legal obligations.

Serious conduct, including conduct involving unwanted sexual physical contact, coercion, abuse of authority, or conduct that may constitute a criminal offence, may lead to formal disciplinary proceedings and may also fall within the jurisdiction of the competent State authorities.

The complete Policy on Sexual Harassment, Harassment on Grounds of Sex or Gender, and Sexual Abuse forms part of the Academy's policies and should be consulted for the full definitions, procedures, rights, protective measures, confidentiality requirements, and disciplinary provisions.

For a copy of the full policy please refer to the student drive.

Graduates in Residence & Future Employment

Students who successfully complete the 3-year Certificate Program and proceed to the 4th year may be considered for future faculty appointments, subject to the institution's applicable recruitment and appointment procedures.

In connection with the recruitment, appointment, or employment of faculty, administrative staff, and other colleagues, all students, faculty, and staff should be aware that any current or previous sexual or romantic relationship involving a colleague or student may be taken into consideration as part of the employment decision. Such relationships will be considered where relevant to the institution's assessment of professional suitability, conflicts of interest, professional boundaries, safeguarding, and the integrity of the working and learning environment. The existence of such a relationship will be considered as one factor among all relevant qualifications, circumstances, and institutional requirements and will not, in itself, necessarily determine the outcome of an appointment or employment decision.

Academics

Advancement & Critique

ATTENDANCE

Attendance is fundamental to a student's progress, and ultimately, performance, and is compulsory. Poor attendance will impact their final assessment during the End of Term Critique. Students should arrive to begin working on time. Students should plan to be present from the first till the last day of each term.

ABSENCES

If a student must be absent from class for more than two days for whatever reason, they must inform the office via email. If a student goes missing, that is, is absent for more than 3 days, the Registrar will try to make contact. If this is not possible, they will inform the student's emergency contact. If a student notices a fellow student is missing for more than a few days, and has not been able to contact them, they should inform either their Program Director or the office directly.

DROP AND RE-ENTRY

Students who choose to leave the program during the academic year should be aware that re-entry is subject to availability.

Because places in the program are very limited, leaving the program does not guarantee that a place will be available if a student wishes to return. It may therefore be difficult to "drop back in" immediately, and there may be a waiting period before a place becomes available.

If a student wishes to return to the program, we will make every effort to identify a suitable solution as quickly as possible. However, re-entry cannot be guaranteed and will always be subject to the availability of places at the time the request is made.

For students seeking re-entry after a break of three years or more, the request will be subject to an individual academic review. The appropriate trimester for re-entry will then be assessed and determined based on the student's academic background and progression requirements. As a result, the student may not necessarily be placed directly into the trimester in which they previously left the program. The aim is to ensure the most appropriate academic progression following the break from study.

Students are encouraged to consider these factors carefully before deciding to leave the program.

ACADEMIC CONTINUITY AND PROGRAM BREAKS

From an academic perspective, repeated interruptions or periods of withdrawal from a programme are generally not recommended. Frequent or extended gaps in study can have a negative impact on academic performance, continuity of learning, and the development of the skills required to progress successfully through the programme.

Long periods away from study may make it difficult to resume learning at the appropriate level,

retain previously acquired knowledge and skills, or maintain the academic progression expected within a programme of study.

Where possible, students should therefore be encouraged to commence the programme when they are able to make a sustained commitment to the full three-year period. Continuous participation enables students to benefit fully from the training provided and supports the development of their knowledge, skills, and overall academic potential.

It is recognised that circumstances may arise which require a student to take a temporary break from their studies. A single period of interruption may therefore be considered where appropriate and in accordance with the relevant programme procedures. However, multiple breaks or gaps in study may be considerably more difficult to accommodate and may adversely affect academic continuity and successful progression through the programme.

STUDIO ADVANCEMENT

The Studio Advancement Policy assigns student positions in front of the model, and individual spaces within the studio. Groups of first-time applicants/new students enter the studio order in alphabetical order; if a new student has had prior training in a classical atelier, they enter the program at a higher level in the studio order than the other beginners.

The studio advancement order (sometimes referred as ‘pecking order’) is influenced by two variables: when the student enters the program and how quickly they advance through the curriculum. For example, two students who begin at the same time can advance through the curriculum at different rates, resulting in one person ready to paint before the other. That person moves to a higher position in the studio order. Advancement of students can also occur as a result of instructor evaluations at the end of term critique or advancement review. Students should be prepared for adjustments to the studio advancement order each new term. Ultimately the studio advancement order is determined by the Program Director, based on their assessment of these variables.

TRANSFER STUDENTS, ADVANCED STANDING UPON ENTRY AND WAIVED EXERCISES

Applicants may request advanced standing upon entry to the Drawing & Painting Certificate Program. Faculty will assess and determine the applicant’s level during the portfolio review. Only applicants who have attended similar atelier style schools, and who have completed the same drawing exercises as those required by The Florence Academy of Art Intensive Drawing curriculum, will be considered for advanced standing upon entry.

Applicants who are granted advanced standing must spend enough time in the Academy’s drawing and painting programs to absorb the principles, methods and ideology espoused by The Florence Academy of Art. Therefore, the last entry point in the curriculum for all applicants, and the first required exercise, is a cast in charcoal and white chalk on toned paper.

WAIVED EXERCISES (TESTING OUT): Program faculty may concur to waive specific exercises thereby allowing a student to fulfill graduation requirements without completing all of the curriculum’s exercises. This decision will be based on the performance of the individual student and will be monitored closely by the faculty to ascertain that the student has understood the concepts and is able produce work at the standards required by the program.

TESTING OUT PROCEDURE: Students who test out are awarded the number of credits equal to

the exercises skipped. A student may test out only with the maximum grade of “A” (equal to 3 points awarded per five areas of assessment). The assessment is overseen by the Academic Director, the student’s Program Director and the receiving Program Director. The outcome of the assessment is communicated to the Registrar who updates the Student Database.

ADVANCED ENTRY SCULPTURE FOR FAA STUDENTS/ALUMNI

Students who have completed the 3-year Drawing & Painting Program and the year-long evening écorché sculpture course at The Florence Academy of Art may be considered for advanced standing to the second year of the Sculpture Program. These students must successfully complete all required exercises as listed in the Intermediate and Advanced Sculpture curricula in order to receive a Certificate in Sculpture. In some cases, Sculpture Program faculty may concur to waive specific exercises thereby allowing a student to fulfill graduation requirements without completing all of the curriculum’s exercises (testing out). This decision will be based on the performance of the individual student and will be monitored closely by the faculty to ascertain that the student has understood the concepts and is able produce work at the standards required by the program.

ASSESSMENT: END OF TERM CRITIQUE

All students must attend the End of Term Critique at the end of each term. Failure to attend a scheduled critique or review once is grounds for Academic Review. The student receives a written warning from the Director of their program after the first failure to attend a scheduled critique or review. Failure to attend a scheduled critique or review twice is grounds for dismissal.

The End of Term Critique usually lasts 10-15 minutes during which time the faculty constructively discusses the breadth of the work the student has produced during the term of study, identifies strengths and weaknesses, and makes recommendations for the future. The Academy thus monitors the student’s progress through the curriculum’s established set of exercises.

Mid Term/course Review:

Where necessary, the Program Director may also request a Mid-Term Review meeting to discuss academic performance or any issues arising during the term or course. Reviews are recorded for academic records and students are required to attend. Failure to attend will result in a lower score at the end of term critique.

ACADEMIC REVIEW also see GRADING

Students must score at least 10 points to be promoted to the next term (the maximum score is 15); those who do not reach the minimum score are given one term of ‘Academic Review’ (probation) to bring up their scores.

Two successive scores (trimesters) below 10, or three trimesters below 10 during any time in the study period are grounds for dismissal. Students may be required to repeat a term.

Scores and comments are recorded on the student’s individual page on the database. The results of the End of Term Critique are automatically updated to the student’s transcript. Students are provided a copy by the Registrar’s office.

Location of end of term assessment records: Florence; Registrar database, Via Aretina

Grading

Grading is based on points allocated during the end of term critique. Instructors will award up to 3 points in five categories: attendance, attitude, effort, progress, and performance. Students must total 10 or above to pass.

We are not, however, grading art. Art cannot be graded.

We are grading the student's performance based on the expectations we have for students at the same level. Grading at The Florence Academy of Art is meant to be a positive experience, where instructors identify the student's strengths, and set a path for them to improve where they are weak. Our experience has shown us that if a student attends regularly, works hard, and keeps a good attitude, they are likely to make progress that will positively affect performance.

Contribute to your own development by listening to your teachers in a sincere way. They understand what you are doing, or how you should be doing it, better than anyone.

Grading Scale	Letter Grade	Descriptive Evaluation	Percentage	GPA
15	A+	Excellent	100%	4.0
14.5	A	Excellent	97%	4.0
14	A	Excellent	93%	4.0
13.5	A-	Very Good	90%	3.7
13	B+	Good	87%	3.3
12.5	B	Good	83%	3.0
12	B	Good	80%	3.0
11.5	B-	Needs work	77%	2.7
11	C+	Needs work	73%	2.3
10.5	C	Barely passing	70%	2.0
10	C-	Barely passing	67%	1.7
Below 10	F	Academic Review	0	0

GRADING CRITERIA

14-15 points: Excellent

Student clearly demonstrates an outstanding grasp of concepts, procedures, and techniques. Attendance, effort and attitude are exemplary. The outcome of their projects shows technical skill and creativity, and few errors.

13.5 points: Very Good

Student working very well in all areas, only small improvement needed to be 'excellent'.

12-13 points: Good

Student demonstrates a good understanding of concepts, procedures, and techniques. May need to improve in attendance, effort, or attitude, but generally projects show technical skill and creativity, and few errors.

11-11.5 points: Needs work

Students must improve in attendance, effort or attitude in order to make progress. Projects reflect some skill and a general understanding of concepts, but also show errors. Student must spend more time and focus on developing skill base.

10-10.5 points: Barely passing

Student's attendance is inconsistent, reflecting little effort and attitude. Projects need substantial work. They may be incomplete and show only a basic understanding of the ideas presented, with numerous errors. The student has not spent enough time or attention learning basic concepts.

Below 10: Academic Review/Failing (probation)

Student has not fulfilled the minimum requirements. Assigned exercises, including evening drawing, are incomplete. Not enough time or care has been given to learning the basic concepts. Student may be required to repeat the term.

(Academic review means students must obtain a score of 10 or more at their next end of term critique to be able to continue their studies in their program.)

Academic Review additional information:

Students must score at least 10 points to be promoted to the next term (the maximum score is 15); those who do not reach the minimum score are given one term of 'Academic Review' (probation) to bring up their scores.

Two successive scores (trimesters) below 10, or three trimesters below 10 during any time in the study period are grounds for suspension or dismissal.

COURSE GRADING RECOMMENDATIONS AND REQUIREMENTS

Attendance is very important. Regular absences will impede your progress, potentially delay completing the curriculum on time, and impact your final evaluation negatively.

You should inform the office if you will be absent for more than one day due to sickness or unforeseen emergencies.

Arrive to class on time. Punctuality shows common courtesy to your instructor and fellow students. Chronic lateness or leaving class early will result in a lower final grade.

Come to class with all necessary materials, fully prepared to work throughout the entire class.

An outstanding work ethic and positive attitude are essential for a good grade. Give attention to the craftsmanship and presentation of your projects. You must care about the quality of your work.

Students are graded on individual progress in the following areas: attendance, effort, attitude, progress and performance.

You must attend all end of term critiques.

Your grade is greatly influenced by:

- Attendance and punctuality
- Effort, motivation
- Improvement, progress
- A positive attitude in the studio and helpfulness to your peers

Please ask your Program Director if you have any questions about grading at The Florence Academy of Art.

Graduation Policy

CERTIFICATES / DOCUMENT OF ATTENDANCE

- Students who successfully complete all required exercises as listed in the three-year Drawing and Painting curricula receive a Certificate for Painting, and in the three-year Sculpture curriculum receive a Certificate for Sculpture.
- Students who successfully complete all required exercises as listed in the Foundation in Graphic Arts curricula receive a Certificate for Foundation in Graphic Arts.
- Students who complete a workshop can request a letter of attendance; certificates are not awarded for workshops.

Depending on the program, students require a minimum of one to three years to finish the assigned projects but may require more time during their programmed study period. The FAA certificate or document of attendance is conferred when all required projects are completed.

Transcripts for certificate programs can be provided on request.

The Florence Academy of Art does not offer a BA or BFA degree.

As the school is an accredited member of the National Association of Schools of Art and Design (NASAD), students who successfully complete our certificate programs earn U.S. undergraduate credits. Please refer to the section on credits for more information.

END OF YEAR PRESENTATIONS & CEREMONY

The End of Year presentation for Graphic Arts students, and Ceremony for 3 year students are traditionally held in June to celebrate a year of achievements: graduating students receive certificates of completion depending on the program/course successfully completed.

The next academic year's teaching staff is formally announced, and prizes are awarded to the best drawings, paintings, and sculptures of the year, as well as to the best students in the

Anatomy and Écorché Sculpture courses.

Dates of end of year ceremonies for all programs are posted on the website.

GRADUATES IN RESIDENCE

Students completing their third and final year of study in the Drawing & Painting or Sculpture Certificate Programs may be considered for a position of a Graduate in Residence (4th Year) for the upcoming academic year. This position is open to students from Florence and Mölndal and aims to give the Academy's graduates a year of specialization to refine their studies, and produce a series of personal works in shared studio space on the Florence campus. Graduates in Residence assist in workshops, classes and all other school activities where necessary, and provide teaching support and assistance with the guidance of the full-time faculty and directors.

The residency is open to students who have completed the full three years of study at the Florence Academy and are committed to staying the full fourth year. All final year students that successfully complete the program are considered equally for the positions – there is no formal application process again as all final year students are reviewed on their performance and achievements during their final year of their studies.

The Academic Team (Faculty, Academic Director, Program Directors and Executive Director) select candidates they believe possess the self-motivation to be productive, to produce work of high quality and to be a source of stimulation and inspiration in the studio. The Graduate in Residence is a model of professional behavior in the studio, during school activities, and towards their own work.

ALUMNI ASSOCIATION

Upon successful completion, Certificate Program graduates are considered part of the alumni association called The FAA Collective, and will be invited to participate in future events and exhibitions, and kept apprised of the opportunities that come to FAA's attention: group exhibitions, international competitions, and artist residencies. As part of the alumni association, The Florence Academy of Art also invites all graduates to be featured in the Alumni Gallery on the Florence Academy website, which showcases a selection of works by FAA's alumni community.

Credits

The Florence Academy of Art does not offer a BA or BFA degree for its certificate programs.

CREDITS FOR CERTIFICATE PROGRAMS

As the school is an accredited member of the National Association of Schools of Art and Design (NASAD), students who successfully complete our certificate programs may earn U.S. undergraduate credits.

We operate on a quarter system. Units correspond to *quarter hours*. One quarter hour of credit represents 22 hours of class instruction each week. You are awarded credit when you successfully complete a course, that is, only when curricular, competency, and all other requirements are met, and the Final Critique is passed.

***CREDITS FOR FUTURE STUDY AT UNIVERSITY LEVEL:**

The Florence Academy of Art is an accredited member of the National Association of Schools of Art and Design (NASAD); this allows students to request U.S. universities to recognize credit for

courses successfully completed at FAA. It is important to note, transfer credit is not guaranteed when a student transfers from one institution to another, and the receiving university determines the number of transfer credits it will accept. Each university differs in this regard and may also have different physical residency requirements before conferring the degree. FAA advises speaking with a college advisor if students are interested in credit transfer, including students looking to use credits earned at the FAA outside of the United States.

For students planning to seek an undergraduate degree, graduate degree, or other continuing study options after completing a Certificate Program at FAA, The FAA again advises speaking with a college advisor from the school, college or educational institution of your choice, regarding eligibility of credits and study at the FAA.

CREDIT TRANSFER TO FAA FROM OTHER SCHOOLS

The Florence Academy of Art does not accept transfer of credit from other institutions. Any previous experience/study will be reviewed at entry on a case-by-case basis and follow the ***Policy for Transfer Students, Advanced Standing upon Entry and Waived Exercises*** (testing out).

CREDITS FOR WORKSHOPS (EXTERNAL ACTIVITY)

The Florence Academy does not offer university credits for its workshops. Credits may however be expressed in relation to the completed hours of study.

Please note: The Florence Academy of Art expresses workshop coursework in credits to the equivalent of 1 credit for 20 hours of completed study.

Academic grades are not awarded and there are no exams. Please see each course for total hours of study.

Any final acceptance or recognition of hours of study or credits for workshop (external activity) is at the discretion of the Home University or institution in question and in accordance with each institution's transfer policy.

The Florence Academy of Art is a directly accredited institutional member of the National Association of Schools of Art and Design (NASAD), the United States accrediting body of independent schools of art recognized by the U.S. Department of Education.

For students planning to seek an undergraduate, graduate degree, or other continuing study options after completing a period of study (workshop) at the Academy, The FAA advises speaking with a college advisor from the school, college or educational institution of your choice regarding possible recognition of study.

Tuition & Payment

Tuition Fees, Deadlines, Payment Terms

For tuition fees and payment deadlines, and all policies pertaining to these, please refer to the information below, and information published on the website.

PAYMENT OF TUITION FEES • NEW STUDENTS

For new students a non-refundable deposit is due within 7 days upon acceptance into the academic year program, or workshops. This amount will be deducted from the balance of fees due. Payment instructions, including details on applying for a study visa for international students, are included in the acceptance email.

The non-refundable deposit payment for any course, program or workshop is requested to hold and book your place.

Payment is due no later than the payment instalment deadline.

No student may attend class until the tuition fee has been paid. Any change to payment deadlines or tuition fees will be communicated at least two months before invoices or payment notifications/reminders are issued.

Please note that tuition fees are calculated on an academic-year basis (Oct - June) and are subject to annual increases.

PAYMENT OF TUITION FEES • RETURNING STUDENTS (1-year & 3-year programs):

A non-refundable tuition deposit or installment fee is due by the published deadlines for returning students. The amount due depends on the student's enrolled program.

The deposit or installment payment will be credited toward the total tuition fees due for the relevant academic year.

As annual tuition fees are calculated on an academic-year basis (Oct - June), students who start later in the year (Winter or Spring terms), defer their studies, or are moved forward in the program, will be required to pay the portion of the tuition fees relevant to where they are in the program and in accordance to the academic year fees published for that portion of the program.

For returning students who pay tuition directly in installments, without an initial deposit, a minimum fee of €1,000 will be retained in the event of withdrawal at any time.

LATE PAYMENTS

If your tuition payment is late, you, or the person paying your bill, will be notified via email, and the payment period will be extended by five days. If payment is subsequently not received you will be advised and, unfortunately, we shall be forced to replace your position in the program/workshop with a new student.

REFUND POLICY

NEW FIRST YEAR STUDENTS ONLY (1-year & 3-year programs only):

Early refund option:

Students may request a refund of their tuition fees within the first week of their first term, less the tuition deposit. The tuition deposit of € 1.000 is non-refundable in all instances.

The option to withdraw and request a refund is strictly for students in attendance (on campus).

Students who enroll and withdraw without attending the first day of class are not entitled to the early refund option. The refund policy for ALL STUDENTS is followed for students enrolling and then requesting to defer or withdraw.

ALL STUDENTS courses, programs and workshops:

Any tuition deposit, and/or full tuition payments, are non-refundable in all instances after the payment deadlines have passed, or for any period of absence during the workshop, course or term (programs).

Deposit payments are non-refundable at any time.

For returning students who pay tuition directly in installments, without an initial deposit, a minimum fee of €1,000 will be retained in the event of withdrawal at any time.

Regarding travel documents;

All applicants are responsible for their own visa and/or immigration travel papers. Students are responsible for contacting the embassy or consulate in their home countries for up-to-date information on requirements. The Florence Academy of Art is not liable for students not receiving visas or travel documents in time for study in Italy.

Refund/ Deferral Policy for VISA denial/tardiness:

We do however understand that on occasion participants may experience additional problems in obtaining travel documentation (authorization of visa) in time. In this instance, and only for exceptional or unforeseen circumstances, deferral or refund of fees paid may be considered (less the non refundable deposit).

For returning students who pay tuition directly in installments, without an initial deposit, a minimum fee of €1,000 will be retained in the event of withdrawal at any time.

For any request to defer or refund fees paid we kindly ask for proof that your visa has been declined or not issued as follows;

Proof of VISA Denial/Late Issue:

Please send official notification from the Embassy/Consulate that your visa has been denied or has not been issued in time for the start of the course directly by email.

We will not be able to issue a refund or defer any fees without this notification showing the date the visa is denied or that it is still in progress. Again we will require notification of the above by the first day of your course.

Deposit payments are non-refundable at any time.

If your visa is issued just before the start of the course and you arrive 2-3 days late this should not be a problem – please inform the office of any problems with travel documentation, or authorization of possible late arrival.

Unfortunately we are unable to refund any fees due to possible flight or travel schedules/disruptions.

DEFERRING OR WITHDRAWING FROM WORKSHOPS

We do understand that on occasion participants may have to change their plans. In this instance, and only for extreme exceptional or unforeseen circumstances, deferral or refund of the deposit may be considered (less an administration fee of Euro 500) if we are able to find a suitable replacement in time for the start of the course, and is at the discretion of the directors.

Please note that refunds of any fees paid (deposit &/or balance) will not be given for cancellations received less than 2 months before the start of the course.

Deferral to new workshop; a new deposit payment or installment fee will be required to hold any future place should a deferral be agreed.

DEFERRING OR WITHDRAWING FROM PROGRAMS (1-year & 3-year programs only):

If a student withdraws or is considering suspending or withdrawing from studies, they should contact the Registrar and/or Program Director/Academic Director as soon as possible.

School policy states that we are unable to issue refunds or defer payment once the fees (tuition deposit or full tuition installment) have been paid. Please note, however, we do understand that on occasion students may be forced to change their plans at the last minute.

In this case, and only for extreme exceptional or unforeseen circumstances, the student's deferral to a future term may be considered if a suitable replacement is found in time for the start of the course or term in question.

If so, a refund of the tuition for the upcoming term may be considered. Each case is at the discretion of the Academic Director and Executive Director.

The tuition deposit is neither refundable nor deferrable in all instances.

For returning students paying in installments (no deposit), a minimum fee of € 1.000 will be retained from any agreed deferral/withdrawal.

Deferral to new term; a new deposit payment or installment fee will be required to hold any future place should a deferral be agreed.

Deferral options for the Foundation 1 year program are limited due to one start date each year.

Returning after deferral or withdrawal

If a student would like to come back after suspending or withdrawing from their studies, they should contact their Program Director and the Registrar or Office Manager. School policy states students who leave in good standing due to financial or other serious reasons may return to their place in the program when a space is available.

Important: As places are very limited, it may not be possible for the student to return to the term, or year of their choice. Readmission to their program will depend on availability and again, due to the intensive program and projects required during courses, often places are very limited for returning students.

For full details on returning to studies after a break, please refer to the **DROP AND RE-ENTRY** and **STUDIO ADVANCEMENT** policies.

Again a new non-refundable deposit payment or installment payment will be required to secure any future placement.

STUDENT FINANCIAL ASSISTANCE (Work-Study)

The Academy is committed to helping deserving students in financial need complete their full program of study through work-study and merit-based financial assistance.

Currently the FAA reserves awarding assistance to students in their second and third years of study in the 3-year certificate programs as priority, to help these students fulfil the long program of study.

There are various work-study positions, including for example: studio assistant, studio cleaning, library staff, and lecture or events assistant, etc. The awards vary in amount according to the assigned role, however they may not cover tuition in full, so students must be prepared to cover the majority of their fees. Awards are from small amounts for example Euro 500 – Euro 1.800, while some programs may offer more substantial awards.

Although the FAA does its best to help as many students in financial need as possible, it may not be able to help everyone.

Financial aid may be reduced, suspended, or permanently withdrawn at the discretion of The Florence Academy of Art.

How is Financial Aid awarded

Each spring students in the 3-year Certificate Programs are invited to sign up via email for financial aid for the following year. Teachers and staff are consulted in the decisions regarding financial aid awards. For each student who applies, we discuss their level of dedication to their studies, overall performance, attitude in the studio, and willingness to contribute to the Florence Academy community in a positive way.

Awards or any student financial assistance are then communicated directly by the office to the student.

Financial Aid Opportunities for 1-year Programs

Any opportunities for 1-year program students are evaluated where possible and communicated via the Program Director/Registrar. When available students will be invited to sign up via email as indicated in the above section *How is Financial Aid awarded*.

A copy of all policies / updated policies can be found in the shared student drive.