



# DUTCH ATELIER OF REALIST ART

## STUDENT GUIDE

### ACADEMIC YEAR

The school year at the Dutch Atelier of Realist Art is divided into trimesters which each last for three months, and students can start a course at the beginning of any trimester. During the summer months, we exclusively offer a variety of workshops with international artists. It is advisable to sign up for courses and workshops early, as spaces are very limited to ensure each artist gets individual attention and one-on-one critiques.

### ACADEMIC YEAR 2018/2019:

#### FALL TRIMESTER 2018

25 September - 8 December

#### WINTER TRIMESTER 2019

14 January - 30 March

#### SPRING TRIMESTER 2019

15 April - 29 June

### REGISTRATION

Students may register for a class or workshop at DARA by completing an online registration form available directly on the class/workshop page. There are no other enrollment obligations, such as sending in a portfolio or conducting an interview at the studio.

**Registration is accepted on a first-come, first-served basis, and it is therefore advisable to sign up for courses early.** Spaces are very limited (between 8 – 12 students maximum) in order to ensure students get adequate one-on-one instruction and critiques. Once a class has been filled, any subsequent applicants will be placed on a waiting list.

The Dutch Atelier of Realist Art is committed to a policy of non-discrimination. Registration is open to students of any nationality, race, sex, sexual orientation, gender identity, age, medical status, marital or civil status, religion, creed, or political affiliation. However, DARA reserves the right to deny registration to any new or returning students deemed by the studio administration to be out of line with our programme's stated mission and policies, and/or disruptive to our studio and its attendees.

## PAYMENT POLICY

The Dutch Atelier of Realist Art accepts the following payment methods: cash, credit or debit card, bank transfer, and Paypal. All fees are payable in EUR.

**Cash:** Cash payments must be paid in person. Please do not mail cash.

**Credit Card/Debit Card/Paypal:** Please use the "Buy Now" link provided in the "Payment" section of the course description. \*\*\*A 3,5% processing fee is applied.

**Bank Transfer:** Please provide a transaction number so we may track your payment. Our bank details are as follows:

**Beneficiary:** Dutch Atelier of Realist Art

**IBAN:** NL04 RABO 0327 7614 31

**SWIFT (BIC):** RABONL2U

**BANK CODE:** 3244

**BANK ADDRESS:** Rabobank Haarlem

Dreef 40, 2012 HS Haarlem

**Upon notification of acceptance into a course, a deposit must be paid in order for the student to reserve his or her place in the class.** This can be done either by signing up for an installment plan (when applicable - see below) or by paying the deposit amount indicated on the course page. If the deposit has not been paid after a period of three weeks, students will be advised to do so immediately, otherwise the space will be relinquished to the next registrant on the waiting list.

**All students must have either signed up for an installment plan (when applicable) or paid the full balance of tuition before the course start date.**

## PAYING IN INSTALLMENTS

For some courses, we offer students the option of paying in **partial installments**, which are accepted under the following conditions:

- **Our Installment Plan bills students monthly for the equivalent of one third of the course tuition.** The first installment is charged upon signing up, and the subsequent two installments are deducted automatically every 30 days (calculated from the date of checkout.)
- **The Installment Plan is only offered for students paying by credit card, debit card, or Paypal, and requires a Paypal account to use.** Please note that a 3,5% processing fee is applied.
- **The option to sign up for the Installment Plan ends 14 days prior to the course start date.** Students who register for a course after this time are obligated to pay the full course fee.
- **The Installment Plan is not offered for any short workshops/masterclasses with visiting instructors.**

If you prefer to pay in installments, you can do so by clicking the link provided in the "Installment Plan" section listed under the course description. If there is no "Installment Plan" section in the course description, this indicates that the option to pay in installments is either not offered or has expired.

## STUDIO FACILITIES

All students are provided with storage space to keep personal belongings and art supplies for the duration of any course or workshop in which he or she is enrolled. Please note that our studio space is limited, and students should therefore not bring in large studio equipment, such as easels or other furniture, as we do not have adequate room to accommodate it. At the end of each trimester, students are required to bring home all personal belongings, artwork, supplies, etc., so that the studio may be thoroughly cleaned and prepared for future classes.

Food and beverages (with the exception of alcoholic drinks) are allowed in the studio. We provide complimentary coffee and tea for students to enjoy during studio hours, and there is a small kitchen equipped with a refrigerator, microwave, and grill sandwich maker that students are welcome to use. To prevent the risk of damage to any student artwork, we ask that students confine all food and beverages to the kitchen and dining area only.

The Dutch Atelier of Realist Art is conveniently located across the street from the large supermarket Vomar and within short walking distance from bus line 80 Amsterdam-Zandvoort. For those students traveling by car, there is a large parking lot with free parking directly in front of our building, as well as free parking along the street.

## MATERIALS

**The Dutch Atelier of Realist Art provides easels and drawing boards for all classes and workshops.** In the event that any additional materials are provided for a class, they will always be indicated under the course description and corresponding materials list. The materials list for each class/workshop is compiled by the course instructor and is available as a PDF download on the course page.

**Students are expected to bring all required materials in order to participate in class.** We do our best to list art supplies that are easily found in most local art shops, and we are more than happy to assist those who have any difficulty finding anything.

**For painting students, please be aware that we strongly discourage the use of “student quality” oil paints.** While the cheap cost of student grade paints may seem appealing, these paints are not only made with a weak concentration of pigment - in other words, artists have to use a lot more paint to get sufficient coverage - they also contain chemical driers and other unsavory fillers that markedly diminish the painting’s longevity. The pigments used in student grade paints are typically cheap, low-quality alternatives to the pigments used in artist/professional grade paints, resulting in colors that tend to be duller and grayer than their professional counterparts. These substandard paints are therefore not advisable for the purposes of serious study.

**We also kindly request painting students to please use odorless mineral spirits rather than turpentine when inside the studio.** Jars of solvent should be sealed at all times when not in use, and any spills should be immediately cleaned. Many students are sensitive to turps and other strong-smelling solvents, and we do not have an adequate ventilation system to accommodate their use.

## WORKING IN THE STUDIO

**The studio is open to students 30 minutes before any scheduled class or workshop begins in order to allow everyone enough time to arrive, get settled in, and enjoy a cup of coffee or tea before class starts. Students are expected to have their materials set up and ready by the time class begins.**

During studio hours, students are asked to please maintain a quiet and studious environment out of respect for everyone else. Mobile phones should be switched off or kept silent, and headphones should be used when listening to music so as not to disturb others.

**When working at DARA, we kindly request all students to please leave the studio the same way they found it.** Work spaces should be kept neat and tidy, with any graphite/charcoal dust or paint cleaned off of easels and tables for the next person to use.

Drawings, paintings, supplies, and any other general clutter should be stored in allocated storage spaces at the end of each class. Paintbrushes should be cleaned in the designated brush-washing sink, and graphite and charcoal sticks should be sharpened over a waste bin. Any trash or food waste should be properly disposed of, and shared kitchen appliances, such as the microwave, should be cleaned after use for the next person.

It is forbidden to remove any of DARA's property – books, still life props, easels, studio equipment, etc. – from the studio unless given express permission from an instructor. Students are also strictly prohibited from entering another student's designated storage space, and doing so will result in dismissal from the studio.

## ABSENCES

Students who anticipate being absent for class should let their instructor know by phone or email at the earliest possibility. Instructors will send any homework, written material, or other handouts that were provided during class by email for absent students to catch up on at their own convenience. Student absences are not refunded.

Although we understand that some missed class time is inevitable, **please be advised that our study programmes are intensive and require students to be present on a regular basis in order to get the full benefit of the course.** Students who are frequently absent will miss valuable demonstrations, critiques, and in-class discussions that will make it difficult to progress with the rest of the group.

Students who miss a class may opt to attend open studio hours on Saturdays to catch up independently on missed work. **It is not possible, however, to make up a missed class with an instructor outside of scheduled class hours.**

## OPEN STUDIO HOURS

**During the Fall, Winter, and Spring trimesters, the studio is open on Saturdays for students enrolled in any 3-month course to work independently from 10:00 – 17:15.** This time is set aside to provide our students with a comfortable work space to study, continue long-term school projects, complete homework assignments, or work on their personal art. In the mornings, DARA students may also attend the open (uninstructed) portrait group held in our life model studio for an additional opportunity to practice sketching, drawing, or painting from life.

Because there may be other instructed classes scheduled on Saturdays, students who are present during open studio hours are still expected to be respectful of their peers by

maintaining a quiet and studious environment.

## CODE OF CONDUCT

All students agree to adhere to the Dutch Atelier of Realist Art's Code of Conduct as a condition of enrollment in any course or workshop. Students are expected to maintain a professional working environment at all times by respecting themselves, fellow students, guests, and staff members. Disorderly conduct that harms other persons or property, threatens the safety of any guest, student, or staff member, or otherwise disrupts the operation of the studio, is strictly prohibited and will result in dismissal from class and/or expulsion from DARA. Tuition is not refunded in the event of student expulsion.

**UNACCEPTABLE CONDUCT** includes, but is not limited to, the following:

- Attending a class or workshop without paying the full amount of tuition or adhering to the agreed upon payment plan.
- Disrupting the studio or impeding an instructor from conducting his or her class. This includes, but is not limited to, any disorderly conduct that prevents an instructor from giving demonstrations or critiques.
- Failure to comply with scheduled building/class hours.
- Failure to maintain a clean working environment.
- Destruction or theft of property belonging to a student, instructor, model, or guest.
- Destruction of the studio space and its facilities. If a piece of furniture such as an easel is broken by accident, please notify an instructor immediately.
- Discrimination or harassment of a student, instructor, model, or guest based on nationality, race, sex, sexual orientation, gender and/or gender expression, medical status, marital or civil status, citizenship status, religious beliefs, or creed.
- Verbal abuse of a student, instructor, model, or guest, including the use of profanity or racial slurs.
- Harassing or otherwise threatening the safety of a student, instructor, model, or guest, either on- or off-site of the studio. This includes, but is not limited to, threats of physical violence, stalking, and sexual harassment.
- Physical abuse of a student, instructor, model, or guest, either on- or off-site of the studio.
- Behavior that reflects poorly on the professional and ethical standards of DARA. This includes, but is not limited to, obscene, lewd, or indecent behavior on studio premises or on DARA's social media.

- Smoking and/or drug use inside studio premises. Working in the studio under the influence of illegal substances is prohibited.
- The consumption of alcoholic beverages inside studio premises during class hours.
- Failure and/or refusal to observe safety guidelines given by an instructor.
- Preventing a student, instructor, model, or guest from exiting the building in the event of a fire or other emergency.
- Possession or usage of deadly weapons or explosives on DARA property.

## MODEL ETIQUETTE

Students are expected to adhere to appropriate etiquette during classes in which nude and/or portrait models are present:

- **Photographing a model while he or she is posing is strictly prohibited**, with the exception of publicity photos taken by staff members with the model's full express consent.
- Photographing art works in progress while a model is in pose is also prohibited. **Students should refrain from photographing their work until the model is on a break or no longer in pose.**
- **Doors to the life model room must stay closed while the model is in pose.** Visitors and other students present in the building who are not scheduled for the life model class are not permitted to enter the room until the model is on a break, out of respect for the model's privacy.
- At the start of each session, the instructor will direct the model to make any necessary corrections to the pose and ask for student input. Outside of these occasions, students should refrain from giving orders to the model to change his or her pose without speaking to an instructor first.
- There is a strict no-tolerance policy towards any inflammatory behavior directed at life models, both on- and off-site of studio premises. This can include derogatory remarks about a model's appearance or ability, loud/aggravated sighs, eye rolling, or other insulting gestures while the model is posing, etc. This kind of unprofessional behavior will result in immediate dismissal from class.

## STUDENTS OUTSIDE THE EUROPEAN UNION

The Dutch Atelier of Realist Art is a newly founded private institution that is neither accredited nor funded by the government. As such, we are regrettably unable to sponsor student visas for individuals based outside the European Union at this time. **Artists located**

outside the EU who wish to study at DARA may, however, apply to do so on a short-term basis with a valid [Schengen Visa](#).

**A Schengen Visa allows for entry and free movement within any of the 26 countries that comprise the Schengen zone, of which the Netherlands is a member, for 90 days out of a 180-day period.** Schengen Visas are typically granted for tourism purposes, including purposes of study in [short-term courses that do not exceed 90 days](#), which applies to all classes and workshops currently offered at DARA. In the event that a student enrolled in a course is forced to cancel due to being denied a travel visa, he or she is fully refunded the cost of tuition.

**Of important note is that not everyone needs to apply for a Schengen Visa.** [Nationals of visa-free countries](#) are only required to possess a valid passport (valid for at least three months beyond the intended departure date from Schengen territory) in order to travel within the Schengen zone for 90 days out of a 180-day period. Although the visa application process is not necessary for these travelers, the same rules and travel restrictions that are otherwise in place for Schengen Visa holders still apply.

If you are interested in applying for a class or workshop at DARA and require a travel visa in order to enter the Netherlands, please contact us at: [info@dutchatelier.com](mailto:info@dutchatelier.com) for assistance.