

# Instructions for Enrolling Students

## 1 Enrolment

1.1. The enrolment to Espoo School of Art is made with an electronic enrolment form in Eepos service ( [espoo.eepos.fi](http:// espoo.eepos.fi)). Students are admitted in the order of enrolment. New students' application time is in April. Applications can be made at other times as well, when vacant places in groups are filled or students are admitted on cancelled places. After mid-February, new students are no longer admitted.

1.2. The enrolment for studies is made for the whole study year. After autumn term, the studies continue automatically to spring term, unless a guardian or a student over 18 reports the discontinuation in writing to the school office ([toimisto@espoonkuvataidekoulu.fi](mailto:toimisto@espoonkuvataidekoulu.fi)). Requests to change the study group must be reported to the office.

## 2 Tuition Fees

2.1. The tuition fee is paid twice a year by the bill. The bill is sent to the primary guardian's email address in August and at the turn of the year. The due date is informed to the guardians by electronic newsletter. To pay the tuition fee bill by the due date is a condition to keep a student place. The bill is distrainable without a court order.

If wished, it is possible to pay the bill in two equal parts. The latter part is due one month after the first. The information on the original bill shall be used in both payments, a separate new bill of the latter part will not be sent. Failing to pay the bill will cause the loss of student place immediately. The latter part can be reimbursed if the school office has been informed about the discontinuation of studies by the due date. The date when the information is received in the school office will be noted as the date of discontinuation.

2.2. Support to the tuition fee of advanced basic education in visual arts can be granted every study year. Applications forms are available in school office, in studios and on the school website. Applications and attachments are to be sent to the school office. The support is granted to the latter part of a tuition fee bill paid in two equal parts, therefore those applying for support should pay the bill in two parts. The support depends on the family's income and the number of family members. The support must be applied in autumn term by 15 of September, and in spring term by 31 of January. Overdue or incomplete applications will not be processed.

2.3. Tuition fees of courses (art clubs, short-term courses) are not supported.

2.4. Up-to-date tuition fees can be found on school website.

## 3 Cancelling an Enrolment

3.1. A student place in basic education in visual arts for a school year can be cancelled free of charge before the due date of tuition fee. Cancellation is made by email to the school office ([toimisto@espoonkuvataidekoulu.fi](mailto:toimisto@espoonkuvataidekoulu.fi)).

3.2. Cancellation terms for the short-term courses can be found on the school website.

#### **4 Enrolment for Continuing Students and Discontinuing Studies**

4.1 A student can continue studying one year after another by enrolling every spring to the next study year. Information about the enrolment for continuing students will be given on bulletins distributed to the students.

If a student discontinues studies in the middle of school year, it must be reported in writing (e.g. by email) to the school office. The teachers will not take notifications of discontinuation. When a student place is freed, another student can be admitted in the place. If studies are discontinued before the due date of the latter part of the tuition fee, the latter part doesn't need to be paid. After the latter part is paid, the tuition fee will not be reimbursed. The date when the information is received in the school office will be noted as the date of discontinuation.

#### **5 Taking a Year Off**

A student can take a year off because of illness or if a student temporarily moves elsewhere. A year off shall be reported in writing to the school office.

#### **6 Responsibilities and Insurances**

6.1. The school of art has insured the students for accidents. The insurance is valid during school and on the way between school and home. In case of accident, seek treatment and contact the school office as soon as possible.

6.2. The teacher is responsible for the students during lessons and on field trips, but not on students' way between school and home.

6.3. In art school, we use many materials and tools that could tarnish or damage clothes. The school is not responsible of such damages. In studios, there are aprons for shared use, and students can also bring their own protective clothing.

#### **7 Possible Changes to the Study Schedule**

7.1. The school of art reserves the right to temporarily or permanently change the lessons and teachers. Groups might have to be joined together even during school year, if the number of students drops too low.

7.2. A group offered during the application time will not be formed, if there are not enough students enrolled to that group. This might influence the study schedule of other groups as well. The guardians are informed about the changes.

## **8 Student Register**

8.1. The student register of Espoo School of Art (Eepos) is used confidentially for billing, sending student bulletins, entering study credits of basic education in arts and for other student matters, as well as for sending feedback questionnaires. Those entered into the register have the right to check their data and correct it. The data is stored as long as it is appropriate, unless the Personal Data Act provides otherwise.

8.2. Espoo School of Art processes personal data according to the EU General Data Protection Regulation that will enter in force on 25.5.2018

## **9 Student Information**

9.1. The school of art informs about, among others, sending bills, enrolment of continuing students and exhibitions using electronic E-maileri newsletter and Eepos student management tool.

9.2. Changes in lessons and exhibition visits are informed by the own teacher by email, text message or by bulletin distributed to the students.

9.3. Guardian / student over 18 is in charge of updating the contact information to the art school office.

## **10 Use of Images**

### **10.1. Student Works in Exhibitions**

Every school year, student works made in Espoo School of Art are collected for exhibitions in the art school studios and in other exhibition spaces.

### **10.2. Photos of artwork and teaching situations**

Photos of art school student works as well as photos of teaching situations and exhibitions are published on the art school Facebook page, in bulletins, in publications, on the website, on the YouTube channel and on the Instagram account of the art school.

Furthermore, students' animations and videos are shown on the art school website, in student bulletins and in media releases.

### **10.3. Publishing Student's Name**

In accordance with good practice, the artist's name of student work is given, unless it is specifically prohibited. When a photo of teaching situation is published, the right to publish names will be separately asked from a student's guardian / from a student over 18.

All material published by Espoo School of Art is chosen carefully and the school will not publish any form of material that is inappropriate or offensive to the artist or the object of an image.

#### **10.4. Approval / Disapproval**

In the enrolment form, a student's guardian or a student over 18 gives an approval or disapproval to publication, use and presentation of images mentioned in points 10.1. - 10.3.

### **11 Other**

- The structure of studies and up-to-date curriculum is presented on the school webpage.
- School year is 34 weeks. As a rule, there is no teaching on public holidays, but lessons are replaced e.g. by exhibition visits.
- The school of art will not replace a missed lesson, if a student has been, e.g., ill, on holiday, late for class or has forgotten about the lesson.