

DEPARTMENT OF



Cost and Payment: Payment is to be made via the University Cashier, after printing out payment form, in Central Admin Building (101). Please fill out your name in the blank, and the appropriate **Enrolment Fee**. This fee covers cost of tuition and facilities only, so there will be a small fee to cover materials required for the course. This fee varies depending on your specified course. Fill this amount out under **Materials Fees**, to obtain the full amount payable. You will be issued with a receipt, and please bring this with you to your first class for citation by the Lecturer. If you cannot pay via this method, you can bring a cash or cheque payment to your **first** class, and you will be issued with a receipt the following week from your lecturer.

Materials: The course cost covers tuition and workshop equipment use only, so the consumable materials required for your course will be an additional extra. We provide these materials for you, for a minimal fee. The materials fee does vary depending on the area you have chosen to study. Please factor the applicable cost in with your enrolment payment. When making payment at the cashier, please fill out the blank square of the Cost Centre/Payment Invoice under '**Materials Fees**' with the applicable amount.

With a materials fee paid, you need simply just bring yourself to class, as well as covered shoes and clothes suitable to be making art in! You may like to bring an apron as well.

Enrolment: Please fill out the attached **Enrolment Form**, with your contact details, to confirm your enrolment. We cannot give refunds at late notice for cancellations received less than 7 days

prior to start of classes. If your reservation cannot be filled, unfortunately you will still be liable to pay, and there will be no refund issued if you have already paid. If you have signed the Enrolment Form and agreed to pay, but have not yet done so, you will still unfortunately be required to pay the full amount you agreed upon at the time of enrolment, as specified on the form.

(Refer to attachment: *Enrolment Form*)

Course Structure: Please note that the course timetables coincide with the University Timetable and “Week Free” breaks. Classes will resume as per normal after such breaks. You will receive a timetable upon attending your first class to confirm the attendance dates of your class.

Session Dates: All classes run from 6pm-8.30pm, except for Painting and Glass Fusing which run from 6pm-9pm. You will maximise the value of your experience if you can arrive promptly, as there is often a lot to get through in a limited time frame.

Where: The Art Dept, School of Design and Art, Curtin University of Technology. (South Entrance, off Brand Drive). Carpark 9 abuts the Art Dept buildings (212, 202 & 203), is well lit at night and would be a recommended site for parking. Each class will be held in a specific location/workshop. Please see below, and refer to the attached map of the Art Dept for further guidance. (Refer to attachment: *Art Dept Map*)

Sculpture: B203 rm 106

Beginners Drawing: B202, Rm 125

Electronic Arts: B202, Rm 117

Painting: B202, Rm 125

Textiles B212, Rm 125

Drawing: B202, Rm 125

Ceramics: B202. Rm 127

Glass: B202, Rm 127

Jewellery B202,