



The Florence Academy of Art

Student Handbook 2025-2026 1 year & 3 Year Programs

Welcome to The Florence Academy of Art
Training of the Realist Artist



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Via Aretina 293, 50136 Florence, Italy - Tel: +39 055 245444 - info@florenceacademyofart.edu
Götaforsliden 17, 431 34 Mölndal, Sweden - Tel: +46 31 7060860 - info@florenceacademyofart.se
2641 John Kennedy Blvd, Jersey City, NJ 07306 - info@florenceacademyofart.edu

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MISSION STATEMENT

The Florence Academy of Art was founded in 1991 by Daniel Graves to train students and to provide the highest possible level of instruction in classical drawing, painting, and sculpture. We aim for our students to acquire the technical skills needed to develop a visual language, and, ultimately, create a work that is both personal and universally relevant.

Our curriculum is based on the major Realist ateliers of 19th century Paris, best exemplified by the systematic training offered by the French Academies. Our philosophy, which underlies the Academy's curriculum and method of instruction, demands skill-based discipline, a consideration for canons of beauty, and the direct study of nature and the Old Masters as the foundation for great painting and sculpture.

Mission Statement

To provide the highest level of instruction in classical methods of drawing, painting and sculpture for students wishing to pursue careers as professional artists in the Realist tradition.

Philosophy

The Florence Academy of Art is a dynamic center dedicated to the training of artists through the combination of intense observation with advanced craft skills. The curriculum derives from the classical-realist tradition rooted in the 19th century (most particularly exemplified by the French Academies in the teaching of master painters like Gérôme, Bonnat and Carlos Duran) but also addresses the creative and professional position of the artist in a contemporary environment.

It is the view of this Academy that throughout the 20th century prominent movements of art have steadily drawn attention (and teaching) away from close observation of the material world and the acquisition of strong technical skills to a position where cohesive artistic thought is inexorably fragmented by the urge towards greater individual expression.

The Academy therefore provides students with the opportunity to explore distinctive aspects of their chosen subject through the development of considerable powers of draftsmanship, direct study of works of the Old Masters and a deep, practical understanding of the materials and methods of the artist. By this means, and through the resulting identification of clear artistic objectives, students acquire creative self-confidence, visual understanding and subtle and precise powers of description.

Study at the Academy centers upon the importance of drawing (particularly drawing from the human figure) as a means to gaining skill in painting or sculpture. Through intense observation students acquire a visual literacy that enables them to interpret humanist values in their work, and, ultimately, create a work of universal relevance.

The program, like that of the French Academies, is based upon systematic progression through the classical disciplines, interpreting the basic elements of composition, form, color harmony and expression. Advancement to each level of study is dependent upon successful completion of the previous level. In this way, the program is carefully matched to each individual and not imposed in a 'study group' context.

Goals

In summary, the Academy aims to train artists to:

- draw to a very high standard
- execute works in painting or sculpture to high levels of professional craftsmanship

- acquire a deep understanding of the works and methods of the Old Masters
- acquire a sound awareness of commercial practices in Fine Art

Historical Overview

- written by Sean Forester

The Florence Academy of Art continues a tradition of artistic training that descends from Renaissance ateliers, such as our namesake, the Florentine, *Accademia del Disegno*, founded by Vasari in 1563. The atelier method can be traced through the lineages of the greatest masters of Western European art: Leonardo studied in the atelier (or *bottega*) of Verrocchio, Van Dyck with Rubens, and Sargent with Carlos-Duran.

The atelier method was based on a clear progression of art training under the supervision of the master artist. In the 16th century, the young students began by copying master drawings, grinding pigments and preparing canvas. They progressed to drawing antique sculptures then to portraiture, still life, and drapery studies. Finally, they arrived at the core of the training: study of the human figure from life in north daylight, either painted in oil or modeled with clay. Advanced students continued to assist the master with their works until they set up their own ateliers.

The great national Academies of the 17th, 18th and 19th century in Europe evolved from this tradition. In addition to important practical training, the academies added anatomy, perspective, composition, art history, and humanities. The name “academy” was chosen because of its association with Plato’s philosophy. As Leonardo’s Notebooks show, Renaissance artists aspired to be seen as intellectuals as well as craftsmen; they wanted painting and sculpture to take their rightful place within the liberal arts next to poetry, music, mathematics and philosophy. Alberti and Vasari in Florence, the Carracci in Bologna, Zuccaro in Rome, and later the founders of the renowned L’Ecole des Beaux-Arts in Paris all shared a belief in this humanistic art training. The definitive theory and practice is presented in Joshua Reynolds’s *Discourses on Art* before the Royal Academy, London in 1769.

However, in the 20th century this tradition very nearly died out. Modernism, two world wars, and massive changes in technology and communication changed the landscape of art education. The formulaic passage of artistic knowledge from generation to generation that had previously formed the foundation of Western art was abandoned, leaving few artists to teach these principles in their private studios. As we begin the 21st century, The Florence Academy of Art is at the center of the recovery of this classical artistic training. Our students follow a curriculum similar to the ateliers and academies described above.

While the curriculum of The Florence Academy of Art is rooted in classical tradition, we make art for the contemporary world. In this globalized and fast-paced time, many people are returning to the authenticity of fine craftsmanship: slow food, handmade furniture, bespoke clothing, traditional dance and martial arts, and of course, music where academies like Julliard and Curtis Institute continue the classical tradition. Similarly, The Florence Academy of Art seeks to carry forward the best of the Western art tradition with an emphasis on craftsmanship and a humanist perspective.

RECOMMENDED READING LIST

In addition to the reading lists sent with your acceptance confirmation information, here are some additional suggestions for your studies, and for your overall general interest and future career in the world of art.

Some of the reading materials can be found online for example visit: Internet Archive at <https://archive.org> or from bookstore websites as a downloadable version.

'Required reading' books are also available to read or consult in our library.

Drawing

Speed, Harold, *The Practice and Science of Drawing*, New York, Dover, 1972.

Cole, Rex Vicat, *Perspective for the Artist*, New York: Dover, 1976

Boisbaudran, LeCoq, *Training the Memory in Art & the Education of the Artist*. London: Macmillan, 1911

Vanderpoel, John, *The Human Figure*, New York: Dover, 1958

Hale, Robert, *Drawing Lessons from the Great Masters*, New York: Watson-Guptill, 1964

Composition

Pearce, Cyril, *Composition: An Analysis of the Principles of Pictorial Design*, London: Barsford, 1927

Poore, Henry R, *Pictorial Composition & the Critical Judgement of Pictures*, New York: Putnam, 1903

Payne, Edgar, *The Composition of Outdoor Painting*. Bellflower, CA.: DeRu's Fine Arts, 2006

Blanc, Charles, *The Grammar of Painting and Engraving*, Trans. Kate Doggett, Chicago: Griggs, 1879.

Dow, Arthur W., *Pictorial Composition*, Berkeley: UC Press, 1997

Anatomy

Richer, Paul, *Artistic Anatomy*, (R. Hale. Trans.), New York: Watson-Guptill, 1971

Peck, Stephen, *Atlas of Human Anatomy for the Artist*, New York: Oxford, 1982,

Goldfinger, Eliot, *Human Anatomy for Artists: The Elements of Form*, New York: Oxford, 1991

Perard, Victor, *Anatomy and Drawing*, New York: Dover, 2004

Painting

Stevenson, R.A.M., *Velasquez*, London: G.Bell and Sons, 1899

Speed, Harold, *Oil Painting Techniques and Materials*, New York: Dover, 1987

Solomon, Solomon R., *The Practice of Oil Painting*, London: Seeley, 1911

Harrison, Birge, *Landscape Painting*, New York: Scribners, 1909

Charteriers, Evan, *John Sargent*, New York: Scribners, 1927.

Quiet Magic: The Still Lives of Emil Carlson, New York: Vance Jordan Fine Art, 1997.

Gammell, R.H. Ives, *The Twilight of Painting*

Gammell, R.H. Ives, *The Boston School: 1900-1930*

Gammell, R.H. Ives, *The Shop Talk of Degas*

Schmid, Richard, *Alla Prima*, South Burlington, VT: Stove Prairie Press, 1998

Brown, Jonathan, *Velasquez: Technique of Genius*, New Haven: Yale, 1998.

Van de Wetering, Ernst, *Rembrandt: The Painter at Work*, Amsterdam: AUP, 1997

Wheelock, Arthur K., *Vermeer and the Art of Painting*, New Haven: Yale, 1995.

Sculpture

Bodem, Robert, *Drawing in Space: A Manual for Figurative Sculpture*, Florence: FAA, 2004

Lanteri, Edward, *Modelling and Sculpting the Human Figure*, New York: Dover, 1985

Clark, Kenneth, *The Nude: A Study in Ideal Form*, Princeton: PUP, 1972.

Art History/Aesthetics

Reynolds, Sir Joshua, *Discourses on Art*, London: Yale University Press, 1997

Vasari, Giorgio, *The Lives of the Artists*, London: Penguin Books, 1965

Leonardo Da Vinci, *Notebooks, Vol. I & II*, New York: Dover, 1970

Weinberg, Barbara, *The Lure of Paris: 19th Century American Painters and Their French Teachers*, New York: Abbeville, 1991

Gombrich, Ernst, *The Story of Art*, Phaidon Press

Painting Materials and Techniques

The FAA Drawing/Painting Manual

Mayer, Ralph, *The Artist's Handbook*, New York: Viking Penguin, 1991

Eastlake, Charles, *Methods and Materials of Painting of the Great Schools and Masters Vol. I & II*, Dover Press

Massey, Robert, *Formulas for Painters*, New York: Watson-Guption, 1988

FAA ONLINE RESOURCES

The *Reserved Area* on the FAA website gives you easy access to exclusive content.

Image Archive – A collection of images gathered over the years from past lectures and contributions from students and faculty.

Art History Lectures – Recordings of past Art History lectures held at The Florence Academy of Art. Future lectures will also be uploaded here.

Anatomy Lectures – Anatomy lecture material and slides prepared by the Director of Anatomy, Maudie Brady.

FAA Collective Videos – Videos featuring FAA Alumni, produced by the FAA Media Team for The FAA Collective on Patreon.

Useful Documents – Access various documents including Handbooks, FAA Policies, and other important resources.

Anatomy Lectures



Anatomy Lecture material
by Director of Anatomy, Maudie Brady

Art History Lectures



Video recordings of the Art History lectures
held on Friday at the Florence campus

Image Archive



Images from past lectures or contributed
over the years by students and faculty

FAA Collective Videos



Videos featuring FAA Alumni
produced for The FAA Collective on [Patreon](#)

Useful Documents



Consult your Student Handbook, FAA Policies
and other useful documents

How to Access: Go to “Community” and select “Reserved Area”, or go directly to “Log in.”

You will need the current password to enter. Graduates may continue to access future content through Patreon.

Password: Check the Art History or Anatomy schedule poster on the noticeboard for the latest password!

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 in Painting, and in the three-year Sculpture curriculum receive a Certificate in Sculpture.
- Students who successfully complete all required exercises as listed in the Foundation in Graphic Arts curricula receive a Document of Attendance 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.

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 CEREMONY

The End of Year Ceremony is traditionally held the third week in June to celebrate a year of achievements: graduating students receive certificates and documents of attendance of completion. The next academic year's teaching staff is formally announced.

GRADUATES IN RESIDENCE

Students completing their third and final year of study in the 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 in Florence (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, Foundation and 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. FAA will also offer graduates of the 3-year certificate program an individual page in the Alumni Gallery on the Florence Academy website that features their artwork and contact information (email, website and/or social media addresses).

Alumni of FAA/Sweden are warmly welcomed back to the studio at Götaforsliden and enjoy lifelong access, in the spirit of continued artistic exchange and mutual inspiration.

- Model Room: Alumni are welcome to join sessions in the model room, space permitting (seating in front of an easel is always available) and does not require prior registration.
- Individual Studio Space: If you wish to use an individual studio space, you must request access in advance and receive approval from the Academic Director.

Please note that all alumni access is granted with the understanding that it must not interfere with ongoing instruction, and should always support a constructive and respectful atmosphere of shared learning between current students and alumni.

CREDITS

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

CREDITS FOR 3-YEAR PROGRAMS:

As the school is an accredited member of the National Association of Schools of Art and Design (NASAD), students who successfully complete our three-year 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 Term 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, 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.

CREDITS FOR FOUNDATION IN GRAPHIC ARTS PROGRAM:

Please note, The Florence Academy does not offer a BA or BFA degree, or university credits.

Credits may however be expressed in relation to the completed hours of study.

The Florence Academy of Art expresses the foundation coursework in credits to the equivalent of 1 credit for 22 hours of completed study. These are not university credits.

If you are looking to move onto an undergraduate, graduate other study program after the 1-year course, please do first check with the university or institution that you want to apply too to be sure if they will accept the FAA document of attendance.

Any acceptance or recognition of hours of study or credit equivalent from The Florence Academy of Art (external activity) is at the discretion of the Home University or institution in question and in accordance with each institution's transfer policy.

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.

Academic Director

Andreas Birath

andreas@florenceacademyofart.se

**Intensive Drawing Program
Intermediate Program
Advanced Painting Program**
Principal Instructors:

Britta Noresten, *Director, Intensive Drawing Program*
Saga Andersson
Andreas Birath
Matilda Bjurström
Rachel Personett (parental leave)

Academic Immersion Year
Principal Instructors:

Andreas Birath, *Director*
Saga Andersson
Matilda Bjurström
Michael DeVore
Stephanie Kullberg
Britta Noresten
Rachel Personett (parental leave)
Giacomo Sanctorum

Anatomy & Écorché

Matilda Bjurström, *Director*

Viewing and reviewing artists

Giacomo Sanctorum, *Director*

The Florence Academy of Art reserves the right to make changes in the teaching staff when necessary.

ADMINISTRATIVE STAFF

Office Hours: Monday, Tuesday, Friday, 11:00 am — 1:00 pm

Office Manager

Michael DeVore

michael@florenceacademyofart.se

The Florence Academy of Art / Sweden operates under two parallel frameworks of accreditation:

- The Swedish Ordinance (2013:871) on Konst- och kulturutbildningar, administered by the Swedish National Agency for Higher Vocational Education (MYH), and
- The standards of the National Association of Schools of Art and Design (NASAD), the official U.S. accrediting body for art and design education.

Within Sweden, student performance is formally documented per course according to the MYH grading scale:

- Pass with Distinction (VG)
- Pass (G)
- Fail (IG)

These grades determine academic progression and completion within the Swedish program and form the basis for the Utbildningsbevis issued under Swedish law.

In parallel, the Academy maintains an internal NASAD record using a letter-grade and numeric system (A–F / 1–3) designed to ensure international comparability and credit transfer.

NASAD credits are recorded for each course and correspond to contact hours, independent work, and achieved learning outcomes.

Assessments within this system are based on five equally weighted categories: Attendance, Attitude, Effort, Progress, and Performance. Scores in these categories combine into an overall evaluation that is translated to a letter grade (A–F). These internal NASAD grades do not determine progression within the Swedish program but are recorded on transcripts for credit transfer and international recognition. A detailed description of the NASAD grading matrix and conversion tables can be obtained on request from the Academic Director.

The two systems are aligned but serve different purposes:

- The MYH system ensures compliance with Swedish national regulations, course completion, and documentation.
- The NASAD system provides international credit equivalence within the Florence Academy's network and for transfer to other NASAD-accredited institutions.

FORMAL COURSE STRUCTURE AND GRADING

Each course in the program is defined by an official course plan (kursplan) that specifies:

- learning objectives and expected outcomes,
- required participation and learning activities,
- forms of knowledge assessment,
- grading principles and scale, and
- prerequisites (förkrav) for progression.

Formal MYH grades are awarded per course according to the VG / G / IG scale stated above. All mandatory assessments in the course plan must be passed for grade G. In most cases the scale G / IG is applied; VG may be used where outstanding achievement is demonstrable.

INDIVIDUAL STUDY PROGRESSION

Progression to the next course occurs when the learning objectives of the current course are met. If a student receives IG (Fail), they continue within the same course until the required level for G (Pass) is reached. There is no expulsion or loss of enrollment for lack of progress.

Students may repeat exercises and assignments as needed, with guidance from faculty. Progress reviews (3 times / year) ensure steady development; prolonged inactivity or absence without approved leave may result in the student being registered as on leave (studieuppehåll) or withdrawn (studieavbrott) according to MYH reporting rules.

COMPLETION AND TIME FRAME

The nominal duration of the Certificate Program is three academic years. Because study is individualized, some students may require additional time; the maximum total duration, including approved leaves, is five years.

A Certificate of Completion (Utbildningsbevis) is issued only after all program courses have been passed. Students who leave early may request an Intyg (Certificate of Studies) documenting completed coursework and learning outcomes.

RIGHT TO REVIEW AND RE-EXAMINATION

Students may request a review of a course grade within 14 days of publication. The review is carried out by one of the Principal Instructors in consultation with the Academic Director and may include a second examiner. All outcomes are documented in writing and archived.

STUDY DOCUMENTATION AND REPORTING

The Academy keeps comprehensive study records: attendance, assessments, grades, leaves, and withdrawals. Records are retained for at least two years after program completion. Personal data are handled under the EU GDPR; MYh is the data controller for the national register. Information submitted to MYH becomes public record (allmän handling) under Swedish law.

CERTIFICATES AND EDUCATIONAL CREDENTIALS

After each course, the Academy issues either

- a grade (VG / G / IG), or
- an Intyg (Certificate) summarizing completed learning outcomes if no grade is given.

Upon completion of all program courses, students are entitled—on request—to a Utbildningsbevis (Certificate of Completion) listing all courses, grades, and total study period, in accordance with MYH regulations.

STUDIO ADVANCEMENT

The Studio Advancement Policy assigns student positions in front of the model, and individual spaces within the studio. The studio advancement order is influenced by two variables: when the student enters the program and how quickly they advance through the curriculum.

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. The assessment is overseen by the Academic Director. The outcome of the assessment is communicated to the Office Manager 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

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 Academic 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.

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.

SUBSCRIBING TO POLICIES

The Florence Academy of Art endeavors to provide an educational environment conducive to encouraging the artistic talents of each student. This requires that all students respect all policies of the Academy, its instructors, and the other students in the program.

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

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.

STUDIO CONDUCT

1. The studio is open from 7:00 am - 9:00 pm*. No student is allowed in the building after 9:00 pm. **Please note studio opening times may change. Weekend opening times are posted on the notice board and subject to change for extra activities.*
2. Each morning, set up takes place between 8:30 - 8:55 am. Students are expected to keep quiet from 8:55 to 9:00, and begin working at 9:00. If you arrive after 8:55, 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 morning if available. The same policy applies to the afternoon session: set up takes place before 12:55; students are expected to be quiet from 12:55 -1:00 and begin working at 1:00. If you arrive after 12:55, you must wait until the break to enter the studio. Instructors are not required to give you a critique if you arrive after the first break.
3. If you need help, please see the instructor or assistant instructor of the day (consult your class schedule).
4. Please wait until break to walk through the model area. No photography or filming of nude or clothed models is allowed at any time. No filming during final critique is allowed.
5. Please keep noise and talking down during class time, including afternoon sessions from 4:30-6:30 pm. Also, although the model finishes at 4:00 pm, some students are still working, so please keep noise and disruptive activities to a minimum.
6. Please leave all public areas clean and free of trash; clean and dry sinks after washing brushes, keep grinding table and areas designated to the preparation of materials clean. Wipe off excess oil from brushes with paper towels before washing; throw glue, gesso and other hard materials in garbage cans. **DO NOT wash oil, (including turpentine etc.) gesso or glue down the drains.**
7. Please leave easels clean for the next person. Sharpen your charcoal over the garbage cans.

8. When not in use, hazardous materials must be stored in containers and clearly marked describing their contents. Unmarked containers will be discarded. All hazardous waste must be stored in a sealed container and left in the designated spot in the brush washing room for pick up and disposal by Academy staff.
9. Students are entitled to studio space at the Academy. Immersion Year, Drawing and Painting students have a place in a studio equipped with an easel. Still life and Model stands are designated according to need. None of the school's instructional furniture (easels, drawing tables, stools, modeling stands, etc.) may be taken out of the studios. Students must sign out casts and Bague drawings, and handle these with care. Any person causing damage to the casts or other school property will be held financially and legally responsible.
10. Please keep your assigned studio space clean, and clear of trash and clutter. Students may not set up additional lights, heaters, or fans without permission from the office.
11. Do not set anything on top of electric heaters (particularly any flammable substances); keep electrical heaters facing away from model cloths.
12. Throw away painting rags and towels in the metal garbage can and replace lid.
13. No smoking is allowed inside the studio.
14. No cell phone use inside the studio spaces (class).
15. Bicycles must be parked in the bike racks available outside of the school entrance.
16. If you remain in the studio after regular class hours, when administrative or academic staff are not available, you do so at your own risk.
17. Please make sure the studio doors and windows are securely shut when you enter and leave the studio.
18. The last person to leave the studio at night should turn off all heaters, spotlights and lights.
19. First aid boxes are located around the school: Upstairs cloak room, Downstairs by the toilet door.
20. The Academy does not assume responsibility for the loss or damage of personal belongings, artwork or material left anywhere in the studios. Please use storage provided. Material, artwork and other personal property left in the school by students after end of the year will be disposed.
21. All items of importance to students are posted on the bulletin boards or the doors to the studios. Such postings constitute due notice for official purposes. Students are strongly advised to check these areas periodically, and to ask the office staff for clarification.
22. The Academy reserves the right to use photographs of students and student artwork for publicity purposes; each student must sign the privacy statement at the beginning of first trimester. This document dictates the student's privacy—if they accept to be photographed or not.

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. In addition FAA/Sweden policies comply with standards set by Arbetsmiljöverket.

While the use of any toxic or potentially harmful material is limited and controlled, please note that rectified turpentine is used in controlled quantities. At FAA/Sweden the use of any solvent should be limited to the work room on the upper floor, if nothing else is clearly communicated.

During courses and workshops students are advised on how to use materials safely, including disposal where relevant. 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.

MEDICAL ISSUES/CONDITIONS

Please note that the methodology we teach asks students to stand or be mobile for long periods, potentially 3 to 8 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 Office Manager or Academic 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.

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, 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 service 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 to having students enrolled with specific allergies to dogs and cats within a school that has a shared open space facility.

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 mutilation 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 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; *probation*, indicating the student is in official jeopardy and the 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 Academic Director. 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 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 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.

GRIEVANCES, SUPPORT & REPORTING

If you experience an academic or studio-related issue, contact the Academic Director. For personal, cultural, medical, or logistical concerns, contact the Office Manager for guidance and referrals to external professionals when needed. Students may also contact the Student Ambassador (elected by students). Reports may be made in any form (in person, email, phone, or form). Reports are handled promptly (skyndsamt). Reprisals are prohibited.

PRIVACY & DATA PROTECTION

We handle information with care and only share on a strict need-to-know basis. Personal data are processed under GDPR using data minimisation, access controls, and time-limited retention. We inform parties about what is recorded, why, and for how long, consistent with Swedish university practice.

NON-DISCRIMINATION (LEGAL STANDARD)

The Florence Academy of Art complies with the Swedish Discrimination Act (2008:567). We prohibit discrimination, harassment, sexual harassment, and reprisals on the grounds of sex (gender), gender identity or expression, ethnic origin, religion or other belief, disability, sexual orientation, and age in admissions, education, activities, and employment. We work with active measures (aktiva åtgärder) and maintain routines to prevent (sexual) harassment and to follow up their effectiveness. Our active-measures plan is reviewed annually and is communicated to staff and students.

EQUALITY, DIVERSITY & INCLUSION (VALUES)

We foster an inclusive learning environment that welcomes diverse experiences, languages, backgrounds, and perspectives. Inclusivity means everyone feels welcome, respected, supported, and able to participate fully, and we continuously examine procedures to remove barriers to participation. Each year, we review admissions, teaching, assessment, and studio access to identify and reduce barriers, and publish practical improvements where relevant.

(Values statement; the legal list above governs.)

HARASSMENT & SEXUAL HARASSMENT (LAW-ALIGNED DEFINITIONS)

Harassment: conduct related to a protected ground that violates a person's dignity.

Sexual harassment: conduct of a sexual nature that violates a person's dignity (e.g., unwelcome advances; requests for sexual favours; sexualised comments or jokes; displaying sexual images; intrusive staring; unwanted touching).

Scope: The policy applies on campus, online, during placements/field trips, and at study-related social events.

Duty to Investigate & Take Action

Once the Academy becomes aware of alleged harassment, sexual harassment, or victimisation, we must investigate and take necessary measures to stop it and prevent recurrence, regardless of how we received the information. As an education provider, we have a statutory duty to investigate and act when we become aware of alleged harassment/sexual harassment involving students. Reprisals are prohibited.

The Academic Director (equivalent to “Rektor” in Swedish practice) leads investigations, supported by designated staff. Step-by-step routine:

1. initial conversation with the reporter;
2. interview with the affected party;
3. interview with the alleged offender(s);
4. if behaviour may constitute a criminal offence, the Academy informs affected parties about police-reporting options and pauses any internal steps that risk interfering with a police investigation;
5. joint meeting with involved parties, where appropriate, to underline rights, responsibilities, and potential consequences under school policy;
6. follow-up conversations to ensure the behaviour has ceased and support needs are met;
7. proportionate consequences where required (e.g., education/training, formal warning, removal from teaching/supervisory roles, reassignment, suspension, termination for staff; student measures consistent with Swedish HE practice);
8. closure meeting to communicate the outcome as appropriate;
9. secure archiving of investigation records.

How to Report & What Happens Next

You may report to any trusted staff member, the Academic Director, or the Office Manager; you may also contact the Student Ambassador. Reports may be made in any form (in person, email, phone, or form). Anonymous reports are accepted and investigated as far as possible. The Academy will:

1. record a step-by-step account;
2. explain the process and that cases are handled promptly (*skyndsamt*);
3. consider interim measures (e.g., schedule/room changes, no-contact directives);
4. determine (taking your wishes and safety into account) whether any informal steps are appropriate; however, the Academy may proceed with a formal investigation where required to fulfil its legal obligations;
5. keep proportionate, confidential records (strict need-to-know);
6. conclude based on a balance-of-probabilities internal standard and implement actions (*note: Swedish law applies a shared burden of proof in external legal processes*);
7. schedule follow-up and a closure meeting;
8. archive records securely under our retention policy.

Serious or Potentially Criminal Conduct

If behaviour may constitute a criminal offence under the Swedish Criminal Code (e.g., sexual offences), we inform affected parties about police-reporting options and available external support. Internal actions, including interim measures, may proceed in parallel as long as they do not counteract an ongoing police investigation.

Support & Representatives

Both complainant and respondent may bring a support person or representative. We provide information on internal and external support (e.g., healthcare, counselling).

Victimisation (Kränkande särbehandling)

We prevent, investigate and act on victimisation that is not tied to a protected ground, under the OSA rules (AFS 2015:4). We apply systematic work environment management (SAM) and handle such cases using the same standards, follow-up, and closure practices as above.

RELATIONSHIPS BETWEEN STAFF/FACULTY AND STUDENTS

Because staff and faculty have power over students (assessment, supervision, allocation of opportunities), romantic or sexual relationships are prohibited where any direct or indirect power or evaluative authority exists. Employees must not initiate such relationships. Where a pre-existing relationship exists or arises between consenting adults across organisational boundaries, immediate disclosure is required so the Academy can remove any supervisory/assessing role and manage conflicts of interest. Failure to disclose is a disciplinary matter. Retaliation related to disclosures or complaints is prohibited. Examples of indirect power include influence over grading committees, studio placement, awards, recommendations, or access to teaching/exhibition opportunities. Hiring and other employment decisions must be based on objective, job-related criteria; disclosures are used solely to manage conflicts of interest.

ACADEMIC YEAR 2025-2026

CERTIFICATE PROGRAMS / DRAWING / PAINTING / SCULPTURE	
	<i>September 22, 2025 - June 18, 2026</i>
Term Dates:	Fall Trimester 2025: September 22 - December 5
	Winter Trimester 2026: January 5 - March 20
	Spring Trimester 2026: April 6 - June 18
	<i>June 19 is Midsummer's Eve – no classes.</i>
Vacation Periods	December 6, 2025 - January 4, 2026
	March 21 - April 5, 2026
	June 19 – September 20, 2026

IMMERSION YEAR	
	<i>August 11, 2025 - June 12, 2026</i>
Term Dates:	Fall Trimester 2025: August 11 - December 5
	Spring Trimester 2026: January 5 - June 12
Vacation Periods	December 6, 2025 - January 4, 2026
	June 13 – August 9, 2026

National Holidays If a Holiday / National Holiday in Sweden falls during the academic year term dates, classes are held as usual unless otherwise announced.

- | | |
|------------------|---------------|
| November 1 | April 3, 5, 6 |
| December 25 & 26 | May 1, 14, 24 |
| January 1, 6 | June 6, 20 |

Special Events End of Year Ceremony June 12, 2026

School facilities may be closed and/or have restricted opening times during holiday and vacation periods. Students will be informed of any office / studio closure.

From weekend of Midsummer – weekend before Fall trimester starts in September all studios and school facilities will no longer be accessible. Studios and storage spaces will need to be emptied, and all materials taken home over the summer break.

End of Term Critique

Fall Trimester December 1, 2

Winter Trimester March 16, 17

Spring Trimester *Immersion Year:* June 8

Drawing and Painting: June 15, 16

The following terms apply only to the FAA/Sweden's long-form programs:

- **Academic Program in Drawing & Painting (3-year Certificate)**
- **Academic Immersion Year**

For all other programs or courses (including short courses and workshops), the terms on florenceacademyofart.se apply. Those offerings have separate deposit, refund, and right-of-withdrawal rules presented online at the point of purchase.

Contracts for study at the FAA/Sweden are entered into with the Swedish entity indicated on your invoice.

PAYMENT OF TUITION FEES - Academic Program in Drawing & Painting (3-year Certificate)

The Tuition Fee for each decision period is set using a long-run average cost method: projected eligible costs over the period divided by projected full-time student-years, plus a small risk reserve. To keep early-period pricing fair when initial costs are lower, FAA/Sweden may grant standardized Transitional Scholarships for specific intakes. As costs rise later in the period, such scholarships are phased out. This approach ensures tuition remains reasonable across the entire decision period despite regulatory pricing rigidity.

Unless otherwise stated on your invoice, full tuition for each term is due on the following dates:

- **Fall trimester: 1 August**
- **Winter trimester: 15 November**
- **Spring trimester: 15 February**

Students may attend class once tuition is paid or an approved installment plan is in place and kept current. Once you have accepted an offer for a stated intake and paid the deposit, your tuition and deadlines for that intake will not change. Future adjustments apply only to future intakes.

Deposits

- Returning (Fall trimester): Deposit SEK 10,000 due by 30 June.
- New admits: Deposit SEK 10,000 due within 7 days of acceptance to secure your place.
- The deposit is credited toward tuition.

PAYMENT OF TUITION FEES - Academic Immersion Year

- No selection process (first-come, first-served).
- Deposit equals 10% of the full program fee; paying the deposit secures your place.
- An invoice for the full remaining balance is issued once the deposit is paid.
- Full payment due within 30 days after the deposit/payment date.
- If payment is not received by the due date, FAA/Sweden may offer the place to another candidate.

Late payments (all long-form programs)

If a payment is late, you (or the payer) will be notified by email and granted a 5-day grace period to bring the balance or the installment plan current. If the account remains overdue, your place may be offered to another applicant. We act reasonably and will mitigate any loss where possible (e.g., by filling the seat).

RIGHT OF WITHDRAWAL (Ångerrätt)

If you conclude your enrollment at a distance (online/email), you have a 14-day right of withdrawal from the day you accept the offer. If your enrollment is confirmed in person/on campus, the statutory right of withdrawal does not apply.

If you request/consent to begin studies during the 14-day period, you may still withdraw within 14 days; we may then charge only a proportionate amount for the part delivered up to your withdrawal and any demonstrable (verifiable) non-recoverable costs. We confirm receipt of your notice and refund any amount due without undue delay, and no later than 14 days after your notice.

CANCELLATIONS & REFUNDS

Refund Tables (governing rules)

The Refund Tables below apply after the statutory right of withdrawal (where applicable). They reflect reasonableness and mitigation principles (we reduce any retention if we can re-fill your seat, in whole or in part, and we never retain more than what is proportionate to actual loss/costs).

No refunds beyond the Refund Tables

Except as required by the statutory right of withdrawal described above, no refunds of any kind (including Tuition Fees or deposits) are made beyond what is expressly permitted by the Refund Tables below—regardless of reason, including but not limited to voluntary withdrawal, illness, changes in personal circumstances, visa issues not attributable to the Academy, or other absences.

Deposit interaction

The SEK 10,000 deposit is credited toward tuition. During any applicable 14-day withdrawal period, only proportionate service and demonstrable costs may be retained. After that, the admin fee component (SEK 1,000) is non-refundable; all other sums follow the schedule below (subject to mitigation if we re-fill the seat).

CANCELLATIONS & REFUNDS Academic Program (3-year Certificate)

Fall trimester

Cancellation timing	School retains (maximum)	Rationale
Up to 1 May	SEK 1,000 (admin fee) only	Early notice makes re-allocation realistic.
1 May – 1 June	SEK 1,000 + 20% of term tuition	Planning locks in (seat allocation, scheduling); moderate replacement risk.
1 June – 1 August	SEK 1,000 + 50% of term tuition	High replacement difficulty; significant capacity and faculty time committed.
1 August – 1 September	SEK 1,000 + 75% of term tuition	Very low likelihood of replacement; resources and timetables fully committed.
1 September – term start (incl. after start)	100% of term tuition (<i>admin fee deemed included in this cap</i>)	Seat is functionally non-replaceable at/after this point; delivery capacity reserved.

Winter trimester

Cancellation timing	School retains (maximum)	Rationale
Up to 1 September	SEK 1,000 (admin fee) only	Early notice makes re-allocation realistic.
1 September – 1 November	SEK 1,000 + 20% of term tuition	Planning locks in (seat allocation, scheduling); moderate replacement risk.
1 November – 1 December	SEK 1,000 + 50% of term tuition	High replacement difficulty; significant capacity and faculty time committed.
1 December – term start (incl. after start)	100% of term tuition (<i>admin fee deemed included in this cap</i>)	Seat is functionally non-replaceable at/after this point; delivery capacity reserved

Spring trimester

Cancellation timing	School retains (maximum)	Rationale
Up to 1 February	SEK 1,000 (admin fee) only	Early notice makes re-allocation realistic.
1 February – 1 March	SEK 1,000 + 20% of term tuition	Planning locks in (seat allocation, scheduling); moderate replacement risk.
1 March – 1 April	SEK 1,000 + 50% of term tuition	High replacement difficulty; significant capacity and faculty time committed.

1 April – term start (incl. after start)	100% of term tuition (<i>admin fee deemed included in this cap</i>)	Seat is functionally non-replaceable at/after this point; delivery capacity reserved
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CANCELLATIONS & REFUNDS - Academic Immersion Year

(First-come, first-served; 10% deposit secures the place. Full balance due within 30 days of deposit.)

Cancellation timing	School retains (maximum)	Rationale
Up to 1 April	SEK 1,000 (admin fee) only	Early notice makes re-allocation realistic.
1 April – 1 May	SEK 1,000 + 20% of term tuition	Planning locks in (seat allocation, scheduling); moderate replacement risk.
1 May – 1 June	SEK 1,000 + 50% of term tuition	High replacement difficulty; significant capacity and faculty time committed.
1 June – 1 July	SEK 1,000 + 75% of term tuition	Very low likelihood of replacement; resources and timetables fully committed.
1 July – term start (incl. after start)	100% of term tuition	Seat is functionally non-replaceable at/after this point; delivery capacity reserved.

Deposit interaction — Immersion Year

Deposit = 10% of the full program fee and is credited toward tuition. Within any applicable 14-day withdrawal window for distance contracts, only proportionate service and demonstrable costs may be retained. After that, the admin fee (SEK 1,000) is non-refundable; remaining sums follow the schedule above (subject to mitigation).

Non-payment clause — Immersion Year

If the full balance is not received within 30 days after the deposit date, FAA/Sweden may offer the place to another applicant.

STUDY BREAKS, RE-ENTRY, AND DEFERRALS

Study break (studieuppehåll) – number, length, and conditions

- A study break may be granted once (1) per admission and must fall within the current decision period.
- A study break is granted only for special reasons and for a defined period (typically up to 12 months).
- Re-entry is not guaranteed, is subject to availability, and requires Academic Director approval. A re-entry date is set when the break is granted.

Re-entry tuition (avgiftsgrupp)

- On re-entry, Tuition Fee follows the then-current Tuition Fee for the cohort/intake you join.
- Any previously granted Transitional Scholarship does not carry over automatically.

Deferrals

- In **exceptional** circumstances, FAA/Sweden may, at its discretion, offer a deferral to a later intake.
- Deferrals are subject to availability and may carry an administrative fee.
- Tuition at re-entry follows the then-current Tuition Fee for the new cohort/intake.

VISA / RESIDENCE PERMIT FOR STUDY IN SWEDEN

What to apply for (category).

If you are a non-EU/EEA applicant to these programs, you must apply for a residence permit for studies in the category “Other studies” (not “Higher education”). See the Swedish Migration Agency page “Other studies and exchange studies at upper secondary school” for eligibility and instructions.

Processing times — “Other studies”.

Migrationsverket’s waiting-time statistics indicate that about 75% of recently decided first-time applications in “Other studies and exchange studies at upper secondary school” were decided within ~4 months. Times vary (case completeness, seasonality, biometrics/interview availability). Always check current statistics before you apply.

Our recommendation for non-EU applicants — Early Acceptance.

To allow reasonable time for permit processing, we recommend applying for Early Acceptance and submitting a complete residence-permit application in “Other studies” promptly upon receiving your offer/deposit instructions.

Documentation you must keep.

Keep dated records showing: (i) your acceptance/deposit date, (ii) the date you submitted a complete application in “Other studies”, and (iii) embassy/consulate communications on biometrics/interviews/delays.

Exception policy (narrow, case-by-case).

Our Cancellation & Refunds schedule applies as a rule. However, if you can show all of the following, we treat your case as exceptional and assess it case-by-case:

1. You obtained Early Acceptance (or accepted promptly when offered);
2. You filed a complete application in “Other studies” in line with public processing-time guidance and could reasonably expect a decision before term start; and
3. You provide official documentation from Migrationsverket/embassy that your application was denied or still pending for reasons outside your control by the first day of term.

In such cases we will prioritise deferral to the next feasible intake; where a refund is considered, we cap retention at admin fee + demonstrable, non-recoverable costs before day 1, and we still apply mitigation (reduce retention if we re-fill your seat). All other visa-related withdrawals follow the published schedule. More details about the application steps and required documents are provided in the separate Student Handbook chapter: “Study Visa”

STUDENT FINANCIAL ASSISTANCE (Scholarships)

We aim to help deserving students in financial need through merit-based scholarships and limited financial assistance. Awards vary and rarely cover full tuition. In Sweden, scholarships are not compensation for work; any paid work is covered by a separate employment contract under Swedish law. Tasks beyond normal studies are voluntary and never a condition for aid.

RESOURCES

STORAGE SPACE

To help keep the school clean and tidy for all, and for safety reasons, we kindly ask to keep the storage spaces and corridors clean and free from personal belongings. Studios and storage spaces will need to be emptied, and all materials taken home over the summer break.

• **Please only use one storage space each so that all our students may have access!**

WI-FI

Wireless connection is provided in most communal areas of the school for student use (not in classroom studios). Please check noticeboards from time to time for any username and password changes.

STUDENT LOUNGE & KITCHEN

The student lounge is available for students to use during term times. Coffee and tea making facilities, microwave, and fridges are available. You are very welcome to eat in the student lounge area.

Kitchen Etiquette - This is a shared area!

- Please be respectful & clean up after yourself.
- Do not leave food items over the break. Occasionally the fridges are emptied for extra cleaning; personal containers and food left over the weekend may be thrown away.

LIBRARY

OPENING HOURS

Please check noticeboards for opening hours and loan policy.

Please note that the library is closed during the term breaks, the summer, (July – Sept) and during some workshop periods.

ESSENTIAL BASICS

TAXI

+46 31 65 00 00

Public Transportation:

You can see updated bus and train timetables and plan routes at <https://www.vasttrafik.se/> or by downloading the Västtrafik To Go app.

The bus stop nearest to the school is **Mölnö stadsmuseum**.

BUS/TRAIN TICKETS

Single tickets and monthly passes can be purchased with the Västtrafik To Go app. You can also use your bank card's blip feature on Västtrafik transportation. After you pay, your card acts as your travel pass for 3 hours.

BIKE/SCOOTER RENTAL

You can rent bikes or scooters with the following app services.

www.styrochstall.se

www.voi.com

www.ryde-technology.com

COMING TO SCHOOL BY BIKE

Students can lock up their bikes to the bike rack located next to the school entrance.

PARKING

Parking passes are available for the parking lot located at Pixbovägen 5, Mölndal. There is also pay parking available outside the school.

ART SUPPLIES

Basic art supplies (mirrors etc) are sold in the office during office opening hours.

Stores:

Kreatima

Kungsgatan 22

411 19 Göteborg

Tel: 031-711 88 16

(closed on Sundays)

www.kreatima.com

Dusky Pink

Karl Johansgatan 27

414 59 Göteborg

Tel: 031-330 20 88

(closed on Sundays)

www.duskypink.se

Ordering supplies online:

www.zinkvit.se

(has Nitram charcoal, Claessons linen canvas)

www.kreatima.com

(shop in Gothenburg but can order online)

<https://www.ibwahlstrom.se/>

(shop in Stockholm but can order online)

<https://www.rosemaryandco.com/>

(best brushes, located in the UK, import fees may apply)

<https://www.jacksonsart.com/>

(UK art supplier, import fees may apply)

<http://www.zecchi.it/>

(best art supplier in Florence, Italy)

<https://www.naturalpigments.eu/>

(excellent source for traditional, high quality paints and mediums)

www.kremer-pigmente.com

(Germany - excellent source for pigments, varnishes and specialty items)

SHOPPING & FOOD STORES

In central Mölndal you can find the Mölndal shopping center. There you can find the ICA and Hemköp supermarkets. The nearest shop/kiosk to the school is Kvarnby Livs och Spel.

BANKS

Bank hours vary, please check the times carefully. In order to open a bank account you must have a valid ID and a Swedish personal number.

POST OFFICE

Postage can be purchased and packages can be received and shipped at most supermarkets and kiosk/convenience stores. You can also purchase postage on the Postnord website www.postnord.se.

If you are making a large shipment (such as artwork) we recommend using Mailboxes Etc. in Gothenburg.

www.mailboxesetc.se/butiker/goteborg/

ENTERTAINMENT

The school is located in a suburb of Gothenburg, the second largest city in Sweden, so there are many things to do in the area. Here are some of the attractions we recommend visiting during your time.

Gothenburg Museum of Art

<https://goteborgskonstmuseum.se/>

Gothenburg Museum of Natural History

<https://www.gnm.se/en/>

Gothenburg City Museum

<https://goteborgsstadsmuseum.se/en/>

Museum of World Culture

<https://www.varldskulturmuseet.se/en/>

The Röhsska Museum of Design and Craft

<https://www.goteborg.com/en/places/the-rohsska-museum>

Gothenburg Garden Society (Trädgårdsföreningen)

<https://goteborg.se/wps/portal/enhetssida/tradgardsforeningen/english>

Gothenburg Botanical Gardens

<https://www.botaniska.se/en/>

Slottskogen (city park and zoo)

<https://goteborg.se/wps/portal/enhetssida/slottsskogen/in-english>

Liseberg

www.liseberg.se

There are also a limitless number of forest trails to hike, islands to explore, and lakes to swim in or picnic next to. Make the most of it!

Emergencies: 112

If you find yourself in serious difficulty and need help, the single number to call for emergencies in Sweden is 112, a free number you dial without any area code: the operator will put you in touch with the authority or service that can help you.

IMPORTANT NOTES:

- **Keep a note of your address in Sweden with you for any emergencies; you may need to tell the emergency services where you are or where you live. Keep a copy at home.**

MEDICAL SITUATIONS & SUPPORT HOTLINES

If you are in need of medical service, you can call **1177** for information.

Call **0046 771-11 77 00** if your phone does not have a Swedish subscription or SIM card, or if you are calling from another country.

You can find more information at <https://www.1177.se/Vastra-Gotaland/>

You can also go to a nearby clinic or hospital emergency room. These are referred to as a *vårdcentral* (clinic) and *akuten* (emergency room).

Mölndals Sjukhus, the nearest hospital, is located at Göteborgsvägen 31, 431 30 Mölndal.

RESIDENCE PERMIT FOR STUDIES (SWEDEN)

Who needs it?

Non-EU/EEA citizens must hold a residence permit for studies before starting at FAA/Sweden. Apply under “**Other studies (Övriga studier)**” (not “Higher education”).

Deposit & admission status

Your place at FAA/Sweden is considered accepted only after the tuition deposit is paid. Once the deposit is received, we issue the official Admission Letter / enrolment confirmation and any documents needed for your Migrationsverket application. (Migrationsverket also requires that, where tuition is charged, **fees must be paid in full** to be eligible for a permit.)

When to apply

Apply as soon as you receive your Admission Letter. Processing times vary; plan generously.

TYPE OF PERMIT — “OTHER STUDIES (Övriga studier)”

- Requirements include:
- Final admission to full-time studies (≈ 20 teaching hours/week)
- Valid passport
- Tuition paid (if applicable)
- Ability to support yourself (maintenance requirement)
- Comprehensive health insurance if your total time in Sweden is < 1 year.

WORKING WHILE YOU STUDY (OTHER STUDIES PERMIT)

A permit for Other studies does not give you the right to work in Sweden. No separate work permit is granted through this status.

*(Note: Rules differ for university-level study permits; those do allow work. This handbook section concerns **other studies** only.)*

LENGTH OF PERMIT & RENEWALS

Permits for Other Studies are granted for up to 1 year (never beyond passport validity).

First-time applications (apply from abroad)

- For Other studies, first-time applications are normally made from outside Sweden; otherwise the application can be rejected. Limited exceptions apply if you are already in Sweden on another valid Swedish residence permit.

Extensions (apply in Sweden)

- Apply before your current permit expires (at most 4 months early).
- You must show: valid passport, new admission decision for full-time studies, acceptable study progress, maintenance funds, and—if your total time in Sweden remains under one year—

comprehensive health insurance. As long as you apply in time, you may stay in Sweden while the Agency processes your case.

AFTER YOU ARRIVE — REGISTRATION & IDENTIFIERS

If you will live in Sweden for at least one year, you should register in the Swedish Population Register (folkbokföring) with Skatteverket. Registration gives you a personal identity number (personnummer), which simplifies health care access, contracts, banking, and more. If your stay is under one year, you generally will not be folkbokförd and may instead need a coordination number (samordningsnummer) for certain services.

HEALTH INSURANCE

- Non-EU/EEA: If your studies are under one year, you must hold comprehensive health insurance that covers Sweden for your entire stay (emergency/other medical care, hospitalisation, emergency dental, and medical repatriation). If your studies are one year or longer and you become folkbokförd, you can access Swedish public healthcare like residents (patient fees apply).
- EU/EEA/Swiss: Bring your European Health Insurance Card (EHIC) for medically necessary care in Sweden at resident rates.

EU/EEA & NORDIC CITIZENS

EU/EEA citizens do not need a residence permit to study in Sweden; you have right of residence as a student if you have sufficient funds and (where applicable) health insurance. If you will live in Sweden for at least one year, register with Skatteverket to obtain a personnummer.

STAYS OF LESS THAN 90 DAYS

Citizens of many non-EU countries may visit Sweden visa-free for up to 90 days in any 180-day period; others must apply for a Schengen (C) visa. For visits over 90 days with no studies, a visitor's residence permit may be required. Always verify your situation before travelling.

IMPORTANT TRAVEL INFO (Residence-permit holders)

If you travel during term breaks, always carry your passport and your residence permit card. To re-enter Sweden you must have both a valid passport and the permit card. If your card has not been issued yet (e.g., you are awaiting your first card abroad), avoid travel—or consult the embassy about options. In rare, special situations during extensions, a national entry visa (D-visa) can be issued so you can return and await a decision in Sweden; this is not routine.

SUPPORT IN GOTHENBURG/MÖLNDAL

Our office is happy to point you to the right official pages and forms. You can also use International House Gothenburg for free, practical newcomer support.

Welcome to the FAA Community!

The FAA cannot be held responsible for issues or problems that may arise by using the information regarding external services provided on this list. If you encounter any specific problems, or have recommendations please inform the Office Manager. Thank you.