

# GENERAL INFORMATION

## MISSION

The mission of the School of the Photographic Arts: Ottawa is to furnish the resources, environment, tools and instruction necessary to develop the students' signature style, hone their photographic skills, and cultivate their visual literacy.

## FACILITIES/LOCATION

The SPAO facility, located in the Byward Market at 168 Dalhousie Street at the corner of Bruyère, is a unique and yet comfortable space, laid out in the traditional "New York School" studio style.

The SPAO facility offers a multi-format darkroom, for both silver gelatin and alternative printmaking, industry standard lighting and support equipment in a daylight studio, a state-of-the-art inkjet printing facility and electronic classroom with wireless internet, large format printers, flatbed scanners, and calibrated monitors.

SPAO is also home to the Red Wall Gallery, an exhibition space that exhibits photographic artworks by emerging and

established photo-based artists. SPAO has excellent public transit access, and is within walking distance of many commercial and public gallery spaces.

## INSTRUCTORS

All instructors teaching workshops and classes at SPAO are working artists or professionals who have distinguished themselves in their fields. Our teachers are actively connected to the photographic world and instruct specifically from their personal knowledge base, with a generosity and one-on-one personal attention exclusive to the SPAO atmosphere. Please consult the biography section of our website at [www.spao.ca/biographies.html](http://www.spao.ca/biographies.html) for more information.

## INSTRUCTIONAL LEVELS

To help students find courses geared to their abilities, SPAO courses and workshops are designated as: Basic, Intermediate, or Master level. A student registering for a Basic course or workshop could have little or no practical experience. Required

experience and technical ability increases through the levels. At the Master level a degree of technical competence is required in order to benefit fully from instruction. Suggested course prerequisites are listed in the course descriptions. Please do not hesitate to contact us, if you have any questions about whether or not a course would be a good fit for you.

## REGISTRATION

For more information, or to register for courses and workshops in this calendar, call 613.562.3824, or email [admin@spao.ca](mailto:admin@spao.ca). SPAO reserves the right to alter course schedules and/or change instructor if necessary. A minimum number of registrations are required for a course to run, and all classes and workshops have limited enrolment to ensure quality instruction, so please register early to receive the most options. Only full payment and registration will reserve your space in a class. Methods of payment accepted are credit card, debit, cash and cheque. 5% GST will be added to tuition fees upon payment. Cheques not honoured by the bank will be subject to a \$30.00 NSF charge.

## WITHDRAWAL AND REFUND POLICY

Enrolment is limited in our workshops and courses. So once you have registered your participation is important to us; we are counting on you to attend. If you must withdraw from a course, we provide the following refund policy:

## COURSES

To receive a full refund (less the \$50.00 administration fee) you must withdraw within six days of the first class. Withdrawal from the course more than six days after the first class will result in no refund.

## WORKSHOPS

Withdraw more than 30 days before the start of the workshop and we will refund all monies paid, less the \$50.00 administration fee. Withdraw one month or less before the start of the workshop and we will refund all monies paid, less the administration fee and 50% of the tuition fee. Fees are not

transferable or refundable once the workshop has begun.

## SPAO PART TIME CERTIFICATE

The School of the Photographic Arts: Ottawa offers a Part Time Studies Certificate of Completion to students who have completed the prescribed courses and workshops over the course of a four year period. For specific details or to register for the program please contact us at [admin@spao.ca](mailto:admin@spao.ca) or consult our website.

## SPAO PORTFOLIO PROGRAM

SPAO also offers a full time two-year Portfolio Program which runs every year from September to May and seamlessly blends traditional and contemporary techniques in a unique atmosphere. For more information, consult the Portfolio Program section of [www.spao.ca](http://www.spao.ca) or contact [admin@spao.ca](mailto:admin@spao.ca).