

## Policies and Administration

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### Entrance Requirements

There are no entrance requirements or examinations, and no previous art experience is required. Instructors in some advanced classes may require an interview prior to admission. If you are applying to the Certificate Program, please see page 114.

### General Registration Information

Registration is by the calendar month throughout the year. Students may start class anytime based on availability. Waitlists are maintained for filled classes. Students pay an annual registration fee that is nonrefundable and nontransferable. The League accepts payment by cash, check, or credit card. Students must submit their monthly class tickets to the monitor.

### Tuition

The full month's tuition is due before the first of the calendar month for which the student is registering. However, students wishing to continue their studies in fully subscribed classes must pay tuition for the next month no later than the 21st of the current month (or risk forfeiting their spot). First-time tuition in a class will be prorated as of the date of registration. However, there is no prorating of tuition for students who were registered for the same class during the preceding month.

### Waitlists and Lottery

Registration is on a first-come, first-served basis. Part-time registration may be available only after a session has begun. Some classes may already be filled at the beginning of registration with returning students. For those classes, during the first week of registration for either Regular or Summer Session, students may enter a lottery. From the lottery, a waitlist is created. Students are contacted from this waitlist based on class availability. Waitlists are discontinued at the end of each session.

### Refunds

**Class Tuition Refund Policy:** Tuition refunds will be granted when a student submits a Request for Refund Form. Only 75% of the remaining balance of monthly tuition will be refunded as per the day of notification. Studio maintenance fees, material fees, and daily tickets are nonrefundable.

**Workshop Refund Policy:** Workshop refunds will be granted when a student submits a Request for Refund Form at least 5 business days before the start of the workshop. Only 75% of the workshop tuition will be refunded. No refunds will be given within 4 business days of a workshop. Materials fees are not refundable.

**Request for Refund Forms:** Request for Refund Forms are available in the office and online. Please submit the completed form either by fax: (212) 541-7024; e-mail: info@artstudentsleague.org; or in person. Refunds are only by check or League credit. Allow two weeks for processing of a check. Neither refunds nor credits are given for absences that occur during the month or during a workshop.

**Class Transfer Policy:** In lieu of a monetary refund, students may transfer into another class if available (and pay the difference, if any). Students may transfer classes only one time within the same month.

**Workshop Cancellation Policy:** Workshops are subject to cancellation. In the event of cancellation by the League, registered workshop students will receive a 100% tuition refund. Workshops may be cancelled on short notice. No refunds are given for travel expenses in the event of workshop cancellation. Workshops are nontransferable.

**Gift Certificates:** Gift certificates are nonrefundable. Gift certificates purchased in the registration office are valid only for classes and workshops. The Art Supply Store has its own gift certificate; please see the store for details.

### Children

No child under eight years of age may register for any class. Students fifteen years of age and under must submit a letter from a parent or legal guardian approving registration in adult classes. There are weekend classes for children (8–12 years of age). See course schedule.

### Instruction

League instructors are nationally recognized,

professional artists. The instructor is present in the studio for criticism and discussion twice a week, or as otherwise specified in the schedule of classes. When the instructor is not present, the class is under the charge of a monitor or teaching assistant, whose duties are: to inform the students of the methods and supplies used in the class; to acquaint them with the members of the group; to make them aware of their responsibilities; and to cultivate camaraderie, which is an essential part of the League.

### Organization

The Art Students League of New York has always been operated by its members, through an annually elected Board of Control. The board consists of twelve officers, three of whom must be students enrolled in the school. At the Annual Meeting, League members elect a president, two vice-presidents, and three other officers. Of the six officers elected, at least three, not including the president, must be selected from the retiring Board of Control. The six officers, elected at this annual meeting, then meet within ten days and elect six other officers, and appoint a treasurer, a corresponding secretary, and a recording secretary. Officers of the Board of Control do not receive remuneration from the Art Students League of New York for their services and are not eligible for any salaried position in the League. The Board of Control endeavors to interpret and carry out the wishes of the students and members while adhering to the constitution and devising and implementing policies in accordance with its mission. It determines financial and administrative policies. The executive director, who works with the Board in an advisory capacity and is in charge of the administration of the school, executes these policies. The Board meets on a regular basis. Requests, suggestions, or student problems must be submitted in writing to the executive director.

### Standards of Conduct

Students, members, and staff are expected to maintain a standard of behavior conducive to the fraternal spirit of learning and working at the League. Any violation, including physical confrontation, use of abusive language, destruction of school property, or any behavior deemed by the executive director or Board of Control to be in violation of the League's standards of behavior, may result in suspension and/or expulsion. Staff, students, and others are prohibited from being on the premises or otherwise representing the League under the

influence of, in possession of, selling/buying, or otherwise exchanging any illegal drug, or misusing or abusing alcohol or legally obtained drugs. Any employee, student, or visitor to the League who violates this policy will be asked to leave the premises and may be banned from all further interactions at or with the League.

### Non-Discrimination

The League is committed to maintaining an atmosphere free from all forms of discrimination or harassing behavior in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. All students have equal access to the rights, privileges, programs, and activities made available at the League. Both League policy and law prohibit discrimination or harassment on the basis of age, race, color, disability, national origin, religion, marital status, sexual orientation, or sex. Any student who wishes to report violations of these policies should contact the executive director or the president of the Board of Control. Copies of the non-harassment policy in its entirety are available in the office.

### Membership

A League student who wishes to apply for membership must have attended the League a minimum of 210 class hours. This is approximately equivalent to three months of full-time classes, six months of part-time (two days/wk) classes, or one year of part-time (one day/wk) classes. All past class hours are applied retroactively to those who have been League students but who are no longer currently registered.

Students apply for membership by entering their information into the *Candidates for Membership* book in the main office. Candidates must have one member sign the book as a proposer of membership, and two members as sponsors. This must be completed no later than 30 days prior to the date of a forthcoming Members Business meeting, which takes place in October, December, and April. Annual Membership renewal is due August 31st of each year. After ten years of active membership (upon the eleventh payment of dues), membership status changes to Life Member, with all the privileges of membership and no further membership dues. Life members who take class or Life Sketch must still pay the annual registration fee.

All members have the right to vote and voice opinions at members' meetings and also the right to elect, as well as to be elected, to the Board of Control. The late afternoon Life Sketch classes (Monday–Friday) are free to League members. On weekends during

the regular session, there are morning and afternoon Life classes open to members (\$8). Visit the League's Member webpage for more information.

### Grants, Scholarships, Work-Study

Students enrolled in full- and part-time classes may be eligible to apply for work-study scholarships, grants, and merit-based scholarships. Eligibility requirements and a list of available scholarships and grants may be obtained in the League office. Work-study scholarships are based on documented financial need and merit, and require four hours of work per week. They cover approximately 75% of monthly tuition for one school year (September–May). Contact the work-study coordinator for more information. Grants are based on juried competition and plans of study, and require specific advanced registration at the League. Announcements will be posted at the League in March. Contact the scholarship coordinator for more information.

### Publications

LINEA is the League's online journal of art and ideas. LINEA is a platform mainly for the instructor's voice at the League, capturing some of the diverse intellectual currents within its studios. Email [linea@artstudentsleague.org](mailto:linea@artstudentsleague.org) for more information. The student and alumni magazine, *Lines from the League*, is published yearly and is available at the League or by emailing [info@artstudentsleague.org](mailto:info@artstudentsleague.org).

### Archives

The League's archives include material spanning from 1875 to the present. We welcome formal inquiries in writing. Please submit a request to the archivist by fax: (212) 541-7024; or e-mail: [stephanie@artstudentsleague.org](mailto:stephanie@artstudentsleague.org).

### The Concours

The Concours is a series of weeklong class exhibitions, January through May, held in the League gallery. A judge assigns a "Red Dot" to the work deemed best in each class. The Red Dot works are then exhibited at the end of the year. A committee composed of members of the Board may select works from this exhibit to be purchased for the Permanent Collection. The Concours takes its name from exhibitions and contests held in French ateliers (like the École des Beaux-Arts and the Académie Julian) during the nineteenth century, where students competed for prizes, medals, or even for working spots in the studio.

Since its inception, the League has held concours similar to these. Early on, the instructors first picked their best students, and then all

the works were exhibited together. There was a purchase prize of \$105, called the Instructors' Prize, which was awarded to the student voted the best by a jury of League instructors. Eugene Speicher won this prize in 1908 for his portrait of fellow student Georgia O'Keeffe. A still life by O'Keeffe was also acquired for the League's collection.

### The Certificate Program: Prescribed Course of Study

The Certificate Program consists of a two- or four-year Prescribed Course of Study leading to a Certificate of Completion in one of the following fine arts disciplines: painting, printmaking, sculpture, or mixed media. For more information, application deadlines, and procedures, please visit the League's Certificate Program webpage or e-mail inquiries to [studentaffairs@artstudentsleague.org](mailto:studentaffairs@artstudentsleague.org).

### Veterans Training

The League is approved to accept students who wish to use their Veterans Education Benefits for classes at the 57th Street campus. Students entitled to Veterans Education Benefits must apply and be accepted to the Certificate Program (page 114). Visit the League's Veterans webpage or email [studentaffairs@artstudentsleague.org](mailto:studentaffairs@artstudentsleague.org) with "Veterans Training" in the subject line for more information. To check your eligibility status, visit [www.gibill.va.gov/](http://www.gibill.va.gov/) or call the Veterans Affairs' toll-free number: 1-888-442-4551.

### International Students

The League is authorized under federal law to enroll nonimmigrant alien students. International students must apply and be accepted to the Certificate Program (page 114). For more information, visit the League's International Students webpage or e-mail [studentaffairs@artstudentsleague.org](mailto:studentaffairs@artstudentsleague.org) with "International Students" in the subject line.

### Educational/Professional Development Credit and Academic Credit

League classes are approved for credit by the New York City Department of Education toward the 175 teacher professional development hours. While the League does not award academic credit for coursework, under certain agreements and memoranda of understanding, accredited institutions do award credit toward a degree to their students for study at the League.

## Transcripts and Registration Records

A transcript is an official record of student coursework provided by the League to another institution and is never provided directly to a student. A registration record is an unofficial document that can be provided to the student. Students will be charged a fee for transcript and registration record requests. Students may submit a Transcript/Registration Record Request Form, available in the League's office. Please e-mail inquiries to [studentaffairs@artstudentsleague.org](mailto:studentaffairs@artstudentsleague.org) with "Transcripts/Registration Records" in the subject line.

## Traveling Workshops

The Art Students League is committed to maintaining an environment that fosters courtesy, respect and appropriate conduct among all those associated with the League, including instructors, students, staff members and visitors. As traveling workshops are considered an extension of League activity, only students in good standing may register. The League reserves the right to deny registration to any student not considered a student in good standing in accordance with League guidelines and policies as set out in documents distributed to those who interact with the League.

## Facilities and Resources

### Lockers

Lockers are available to registered students for a monthly fee plus a one-time locker deposit. Students must be enrolled in a class in order to maintain a locker. Students need to provide their own locks. Students are liable for their monthly locker rent until they notify the office in person that they no longer wish to rent a locker. Any rent due will be deducted from the deposit before refunded to the student. A locker that is in arrears for more than two months will be emptied and its contents will be discarded. League members may rent lockers in designated basement areas without being enrolled in a class.

### Sculpture

The League maintains metal sculpture facilities at its 57th Street and Vytlačil campuses, including welding, bronze casting, and the mold making and finishing processes associated with bronze casting.

### Kiln

The kiln is available to all registered clay and ceramic sculpture students, whose work can be fired for a nominal fee.

## The Art Supply Store

The League maintains a store in the school as a convenience to the students, specializing in materials on class supply lists. It sells a wide variety of art materials at reasonable prices. It is open during the day and evening sessions on weekdays and on weekends.

## Cafeteria

The Art Students League's cafeteria, located on the third floor, has a history dating back to 1892 as a place where famous artists drank coffee and held court with fellow students and instructors. Its walls often feature work by students and from the Permanent Collection.

## Gallery

On the second floor, the League's Phyllis Hariman Mason Gallery presents a lively series of exhibitions. These include work from the League's Permanent Collection, by League instructors and other prominent artists, and by grant winners. From January through May, the Student Concours are featured in the gallery.

## Permanent Collection

The League's permanent collection documents its history with 2,000 paintings, prints, sculptures, and drawings by teachers and by students recognized for the excellence of their work. Winslow Homer, Georgia O'Keeffe, Alexander Calder, John Sloan, and James Rosenquist are among the artists represented. The collection is particularly strong in the areas of academic life drawings and prints. For more information, contact Jillian Russo at [jrusso@artstudentsleague.org](mailto:jrusso@artstudentsleague.org).

## Holiday Show & Sale

Each December, the League hosts a sale of student work. All students enrolled in class for December are eligible to participate.

## Photography

Please note that photography is not allowed in the studios.

## End of Session Clean-Out

The Art Students League closes for a short period of time at the end of each session (regular and summer) to clean the studios. All materials must be removed from all studios at the close of each session. The League is not responsible for any materials that have been left in any of the studios during these clean-out periods.