

PERSONAL DEVELOPMENT AND ENRICHMENT

(Please select your preferred course dates.)

ART APPRECIATION

NEW! **How to Look at A Work of Art***^: 22 Nov | 7 – 9pm | \$100

What Is Contemporary Art*^: 17 Nov | 10am – 1pm | \$100

Ways of Consuming (Food + Art + Deconstruction)*^: 29 Nov | 7 – 9pm | \$100

ART HISTORY

Western Art I: Lascaux to Van Gogh: 6 Sep – 18 Oct | 7 – 9pm | \$320 *(NSA: \$170.47)*

ART THERAPY

Exploring Art Therapy*: 2 – 25 Oct | 2:30 – 5:30pm / 7 – 10pm | \$650

NEW! **Art Therapy Prof.: Best Practices & Ethics***: 5 Sep – 7 Nov | 7 – 10pm | \$980

CREATIVE WRITING

Becoming a Freelance Writer*: 1 Oct – 26 Nov | 7 – 10pm | \$450 *(NSA: \$239.72)*

Creative Writing: Fiction I*: 28 Aug – 16 Oct | 7 – 10pm | \$580

Creative Writing: Fiction II*: 23 Oct – 18 Dec | 7 – 10pm | \$580

Creative Writing: Non-Fiction I*: 30 Aug – 18 Oct | 7 – 10pm | \$580

NEW! **Creative Writing: Non-Fiction II***: 25 Oct – 13 Dec | 7 – 10pm | \$580

Creative Writing: Poetry I*: 4 Oct – 22 Nov | 7 – 10pm | \$580

Creative Writing: Poetry II*: 7 Feb – 28 Mar '19 | 7 – 10pm | \$580

Creative Writing: Poetry III*: 26 Jul – 20 Sep | 7 – 10pm | \$580

Creative Writing: Travel Writing*: 24 Oct – 12 Dec | 7 – 10pm | \$580

NEW! **Creative Writing: Playwriting***: 6 Oct – 24 Nov | 10am – 1pm | \$580

NEW! **Creative Writing: Screenwriting***: 6 Oct – 24 Nov | 2 – 5pm | \$580

NEW! **Writing Books for Young Children***^: 3 Sep – 15 Oct | 7 – 10pm | \$520

CURATORIAL PERSPECTIVES

Interpreting Contemporary Art Exhibitions: 10 Oct – 3 Nov | 7 – 10pm & 12 – 2pm | \$600 *(NSA: \$319.63)*

DESIGN

Creative Design I: Print Design*: 25 Sep – 18 Oct | 7 – 10pm | \$450 *(NSA: \$239.72)*

Creative Design II: Publication Design*: 23 Oct – 20 Nov | 7 – 10pm | \$450 *(NSA: \$239.72)*

Fundamentals of Graphic Design I*: 8 – 31 Oct | 7 – 10pm | \$520 *(NSA: \$277.01)*

Fundamentals of Graphic Design II*: 12 Nov – 5 Dec | 7 – 10pm | \$520 *(NSA: \$277.01)*

FASHION DESIGN & TEXTILES

Fashion Business: Entrepreneurship*: 29 Oct – 3 Dec | 7 – 10pm | \$850 *(NSA: \$462.80)*

1[Package] Fashion Illustration I & II: \$850

Fashion Illustration I*: 16 Oct – 13 Nov | 7 – 10pm | \$480 *(NSA: \$255.70)*

Fashion Illustration II*: 20 Nov – 13 Dec | 7 – 10pm | \$480 *(NSA: \$255.70)*

NEW! **Fashion Design Development***: 16 Oct – 27 Nov | 7 – 10pm | \$850

NEW! **Fashion Textile***: 19 Nov – 12 Dec | 7 – 10pm | \$850

Jewellery Illustration I: 27 Aug – 8 Oct | 7 – 10pm | \$480 *(NSA: \$255.70)*

Jewellery Illustration II: 15 Oct – 3 Dec | 7 – 10pm | \$480 *(NSA: \$255.70)*

1[Package] Pattern Making and Sewing Unit 1 – 4: \$2,100

Unit 1: Machine Handling (Compulsory): 25 Aug & 1 Sep | 10am – 1pm

Unit 2: Top Making: 8 Sep – 27 Oct | 10am – 1pm | \$900 *(NSA: \$479.44)*

Unit 3: Skirt Making: 3 Nov – 22 Dec | 10am – 1pm | \$900 *(NSA: \$479.44)*

Unit 4: Pants Making: 12 Jan – 9 Mar '19 | 10am – 1pm | \$900 *(NSA: \$479.44)*

1[Package] Design & Construction of Men's Shirts Unit 1 & 2: \$1,200

Unit 1: Drafting of Men's Shirts: 23 Oct – 20 Nov | 7 – 10pm | \$900 *(NSA: \$479.44)*

Unit 2: Sewing of Men's Shirts: 27 Nov – 20 Dec | 7 – 10pm | \$900 *(NSA: \$479.44)*

1[Package] Design & Construction of Men's Trousers Unit 1 – 3: \$2,100

Unit 1: Men's Trousers: 24 Sep – 17 Oct | 7 – 10pm | \$1,000 *(NSA: \$532.71)*

Unit 2: Trousers Making I: 22 Oct – 19 Nov | 7 – 10pm | \$1,000 *(NSA: \$532.71)*

Unit 3: Trousers Making II: 26 Nov – 19 Dec | 7 – 10pm | \$1,000 *(NSA: \$532.71)*

1[Package] Design & Construction of Men's Jackets Unit 1 – 5: \$4,000

Unit 1: Drafting of Basic Jackets I: 29 Sep – 20 Oct | 10am – 5pm | \$1,000 *(NSA: \$532.71)*

Unit 2: Drafting of Basic Jackets II: 27 Oct – 17 Nov | 10am – 5pm | \$1,000 *(NSA: \$532.71)*

Unit 3: Making of Basic Jackets I: 24 Nov – 15 Dec | 10am – 5pm | \$1,000 *(NSA: \$532.71)*

Unit 4: Making of Basic Jackets II: 12 Jan – 2 Feb '19 | 10am – 5pm | \$1,000 *(NSA: \$532.71)*

Unit 5: Making of Basic Jackets III: 9 Feb – 2 Mar '19 | 10am – 5pm | \$1,000 *(NSA: \$532.71)*

FILM

How to Make Your First Film: 13 Oct – 10 Nov / 3 – 7 Dec | 10am – 5pm | \$800 *(NSA: \$426.17)*

FINE ARTS

Acrylic Painting I: 17 Sep – 10 Oct | 7 – 10pm | \$560 *(NSA: \$298.32)*

Acrylic Painting II: 15 Oct – 12 Nov | 7 – 10pm | \$560 *(NSA: \$298.32)*

Acrylic Painting III: 19 Nov - 12 Dec | 7 – 10pm | \$560 *(NSA: \$298.32)*

AP I: Monoprinting and Collagraph: 22 Sep – 13 Oct | 10am – 1pm | \$280 *(NSA: \$149.16)*

AP II: Woodcut Relief Print: 20 Oct – 10 Nov | 10am – 1pm | \$280 *(NSA: \$149.16)*

AP III: Silkscreen Printing: 17 Nov – 8 Dec | 10am – 1pm | \$280 *(NSA: \$149.16)*

Batik Painting I: 1 Sep – 20 Oct | 2 – 5pm | \$480 *(NSA: \$255.70)*

Batik Painting II: 27 Oct – 15 Dec | 2 – 5pm | \$480 *(NSA: \$255.70)*

Ceramics I: 1 Sep – 20 Oct (10am – 1pm) / 8 – 31 Oct (7 – 10pm) | \$520 *(NSA: \$277.01)*

Ceramics II: 27 Oct – 15 Dec (10am – 1pm) / 5 – 28 Nov (7 – 10pm) | \$520 *(NSA: \$277.01)*

Charcoal Drawing I: 1 Sep – 20 Oct | 2 – 5pm | \$480 *(NSA: \$255.70)*

Charcoal Drawing II: 27 Oct – 15 Dec | 2 – 5pm | \$480 *(NSA: \$255.70)*

Creative Figure Illustration I: 24 Sep – 17 Oct | 7 – 10pm | \$480 *(NSA: \$255.70)*

Creative Figure Illustration II: 29 Oct – 26 Nov | 7 – 10pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting I: 23 Aug – 17 Sep | 1 – 4pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting II: 20 Sep – 15 Oct | 1 – 4pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting III: 18 Oct – 12 Nov | 1 – 4pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting IV (Int): 29 Nov '18 – 3 Jan '19 | 1 – 4pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting V (Int): 7 – 31 Jan '19 | 1 – 4pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting VI (Int): 11 Feb – 7 Mar '19 | 1 – 4pm | \$480 *(NSA: \$255.70)*

Chinese Ink Painting VII (Advanced)*: 30 Jul – 27 Aug | 9am – 12pm | \$480

Chinese Ink Painting VIII (Advanced)*: 3 – 27 Sep | 9am – 12pm | \$480

Chinese Ink Painting IX (Advanced)*: 1 – 25 Oct | 9am – 12pm | \$480

Drawing Using the Right Side of the Brain: 19 Oct – 27 Nov | 7 – 10pm | \$980 *(NSA: \$522.06)*

Figure Drawing I: 15 Sep – 3 Nov | 2 – 5pm | \$580 *(NSA: \$308.97)*

Figure Drawing II: 10 Nov '18 – 5 Jan '19 | 2 – 5pm | \$580 *(NSA: \$308.97)*

Figure Drawing III: 12 Jan – 9 Mar '19 | 2 – 5pm | \$580 *(NSA: \$308.97)*

Mixed Media Painting I: 9 Oct – 1 Nov | 2.30 – 5.30pm | \$480 *(NSA: \$255.70)*

Mixed Media Painting II: 13 Nov – 6 Dec | 2.30 – 5.30pm | \$480 *(NSA: \$255.70)*

Oil Painting I: 15 Sep – 3 Nov | 10am – 1pm | \$560 *(NSA: \$298.32)*

Oil Painting II: 10 Nov '18 – 5 Jan '19 | 10am – 1pm | \$560 *(NSA: \$298.32)*

Oil Painting III: 12 Jan – 9 Mar '19 | 10am – 1pm | \$560 *(NSA: \$298.32)*

Oil Painting IV (Intermediate)*: 10 Sep – 3 Oct | 7 – 10pm | \$560

Oil Painting V (Intermediate)*: 8 – 31 Oct | 7 – 10pm | \$560

Oil Painting VI (Intermediate)*: 12 Nov – 5 Dec | 7 – 10pm | \$560

Semi Abstract I – Magnifying Nature: 8 Sep – 27 Oct | 10am – 1pm | \$520 *(NSA: \$277.01)*

Semi Abstract II – Constructing Shapes: 8 Sep – 27 Oct | 10am – 1pm | \$520 *(NSA: \$277.01)*

Portraiture Drawing and Painting: 2 Oct – 11 Dec | 7 – 10pm | \$560 *(NSA: \$298.32)*

Realistic Painting (Still-Life): 16 Oct – 11 Dec | 7 – 10pm | \$520 *(NSA: \$277.01)*

Soft Pastel Drawing: 18 Oct – 6 Dec | 7 – 10pm | \$480 *(NSA: \$255.70)*

NEW! **Urban Watercolour Painting I***: 1 Sep – 20 Oct | 10am – 1pm | \$520

NEW! **Urban Watercolour Painting II***: 27 Oct – 15 Dec | 10am – 1pm | \$520

Watercolour Painting I: 3 – 26 Sep (7 – 10pm) / 15 Oct – 12 Nov (2.30 – 5.30pm) | \$520 *(NSA: \$277.01)*

Watercolour Painting II: 1 – 24 Oct (7 – 10pm) / 19 Nov – 13 Dec (2.30 – 5.30pm) | \$520 *(NSA: \$277.01)*

Watercolour Painting III: 29 Oct – 26 Nov (7 – 10pm) / 7 – 31 Jan '19 (2.30 – 5.30pm) | \$520 *(NSA: \$277.01)*

PERFORMING ARTS

Acting*: 11 Sep – 4 Oct / 13 Nov – 6 Dec | 7 – 10pm | \$480 *(NSA: \$255.70)*

Classical Music Appreciation*: 12 Nov – 5 Dec | 7 – 10pm | \$320 *(NSA: \$213.08)*

NEW! **Flamenco Ensemble I: Tangos:** 10 Sep – 3 Oct | 7 – 9pm | \$480 *(NSA: \$255.70)*

NEW! **Flamenco Ensemble II: Fandangos:** 8 – 31 Oct | 7 – 9pm | \$480 *(NSA: \$255.70)*

NEW! **Flamenco Ensemble III: Alegrias:** 12 Nov – 5 Dec | 7 – 9pm | \$480 *(NSA: \$255.70)*

NEW! **Flamenco Guitar I: Soleá:** 11 Sep – 4 Oct | 7 – 9pm | \$480 *(NSA: \$255.70)*

NEW! **Flamenco Guitar II: Rumba:** 9 Oct – 1 Nov | 7 – 9pm | \$480 *(NSA: \$255.70)*

NEW! **Flamenco Guitar III: Tangos:** 13 Nov – 6 Dec | 7 – 9pm | \$480 *(NSA: \$255.70)*

1[Package] Foundations of Music I & II: \$850

Foundations of Music I*: 8 Sep – 27 Oct | 10am – 1pm | \$500

Foundations of Music II*: 3 Nov – 22 Dec | 10am – 1pm | \$500

1[Package] Music Production and Studio Recording I & II: \$1,100

Music Prod & Studio Recording I: 11 Sep – 6 Oct | 7 – 10pm & 10am – 1pm | \$700 *(NSA: \$372.90)*

Music Prod & Studio Recording II: 13 Oct – 1 Dec | 7 – 10pm | \$700 *(NSA: \$372.90)*

Strum and Sing: 17 Oct – 5 Dec | 7 – 10pm | \$480 *(NSA: \$255.70)*

Rock School*: 6 Oct – 24 Nov | 7 – 10pm | \$480

PHOTOGRAPHY

Architectural Photography: 8 Nov – 8 Dec | 7 – 10pm & 10am – 1pm | \$520 *(NSA: \$277.01)*

1[Package] Digital Photography for Absolute Beginners I & II: \$850

Digital Photography I*: 10 Oct – 7 Nov | 7 – 10pm & 10am – 1pm | \$490 *(NSA: \$261.03)*

Digital Photography II*: 14 Nov – 12 Dec | 7 – 10pm & 10am – 1pm | \$490 *(NSA: \$261.03)*

Fashion Photography*: 13 Nov – 8 Dec | 7 – 10pm & 3 – 6pm | \$500 *(NSA: \$266.35)*

Portrait Photography: 9 Oct – 3 Nov | 7 – 10pm & 10am – 1pm | \$490 *(NSA: \$261.03)*

Product Photography*: 10 Oct – 3 Nov | 7 – 10pm & 2 – 5pm | \$490 *(NSA: \$261.03)*

Street Photography: 12 Oct – 3 Nov | 7 – 10pm & 4 – 7pm | \$490 *(NSA: \$261.03)*

Travel Photography: 9 Nov – 1 Dec | 7 – 10pm & 8am – 12pm | \$490 *(NSA: \$261.03)*

Travel Portrait Photography: 10 & 11 Dec | 10am – 6pm | \$300 *(NSA: \$159.81)*

*Not Applicable for further discount

*Not Applicable for National Silver Academy Subsidy *Non-claimable under SkillsFuture Credit

REGISTRATION FORM

Fields marked with an asterisk* are mandatory. Please write in CAPITAL LETTERS.

SC01-062018-01

APPLICANT'S PARTICULARS

Full Name (as in NRIC / Passport)*	Ms / Mr / Mrs / Dr		
NRIC / FIN / Passport No*		Date of Birth*	DD / MM / YYYY
Country of Citizenship*		Gender*	FEMALE / MALE
Are you a Singapore PR? *	YES / NO	Occupation*	

CONTACT INFORMATION

Address*	
Country / City *	Postal Code
Telephone (Home)*	Mobile No*
Email*	

PAYMENT INFORMATION

Select your preferred mode of payment	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque / Bank Draft	<input type="checkbox"/> NETS/Credit Card	<input type="checkbox"/> NSA/SFC:
All course fees are inclusive of 7% GST.				
I am LASALLE FT (50% disc)/ fractional staff (50% disc) / current & alumni / returning SC students (10% disc)*	<input type="checkbox"/>	Please provide staff/student card upon submitting application. For Returning short courses student, you are required to provide a copy of your certificate of participant for verification. A full fee applies should you unable to provide the necessary document. A small fee of \$55.35 applies if you require us to retrieve such evidence from our records. NOTE: 10% discount is not applicable for those signing up for course(s) marked with an asterisk*.		

DECLARATION

I confirm that the information given in this form is correct and complete to the best of my knowledge. I have read and understood the **important information**.
I acknowledge that LASALLE reserves the right to change any matters pertaining to the courses without prior notice.

Signature:

Date:

FOR OFFICIAL USE (FINANCE DEPARTMENT)

<input type="checkbox"/> Paid	Amount :	Date :	DD / MM / YYYY
	Receipt No :		
	Officer-on-duty :	Signature :	

IMPORTANT INFORMATION			
1. REGISTRATION		9. CANCELLED CLASS	
1.1 All applicants are required to read and understand the forms before signing and submitting the applications form. All applicants are bound by the terms, either upon submission of the application form; or/and when LASALLE accepts the application and notifies you that we are able to provide the course; based on whichever is earlier.		9.1 Please note that all Short Courses require a minimum number of applicants to start a course and may be cancelled if there are insufficient applications.	
1.2 Applicants who applied for a wrong course or have made a mistake in the application are required to notify Short Courses staff in writing. Short Courses will only accept responsibility for statements and representations made in writing by our authorized employees.		9.2 Short Courses reserves the right to amend or cancel classes, change course locations and substitute lecturers or tutors.	
1.3 If you require a hardcopy application form to be posted, please email shortcourses@lasalle.edu.sg .		9.3 Short Courses staff will make every effort to inform you of the cancellations via email or phone to three days prior to the commencement of course and you will have the option of transferring another Short Course or have a full refund of the paid fees.	
2. FEES		9.4 LASALLE will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification, cancellation of courses or time tabling constraints as set out above and beyond the cost of the course fee.	
2.1 Full payment of the course fees must be received prior to commencement of the courses. Your place on the course cannot be guaranteed until full payment is received.		9.5 Special Package Fee: In the event the second and/or third level of the course does not next commence, Short Courses will make every effort to inform you and arrange that you be transferred to the available class. example: However, if you wish to opt for a refund, the full course fee applies for the course(s) that has commenced. For Fashion Illustration Special Package Fee is \$850. Opting for refund, you will receive \$370 (\$850 minus \$480 (full fee for Fashion Illustration I) equal to \$370).	
2.2 All fees stated are inclusive of GST .		10. WITHDRAWAL & REFUNDS	
3. MODE OF PAYMENT		10.1 LASALLE will not accept requests for refunds for any Short Courses on or after the commencement date. There are no Exceptions whatsoever to this policy.	
3.1 Online. Fees can be paid by credit/debit card online or in person at LASALLE.		10.2 Withdrawal requests must be made in writing to the Short Courses Office three days before the course commencement date.	
3.2 In-Person. Fees can be paid by cash if payment is made in person at the LASALLE Finance counter, Block E, Level 2 during office hours from Mon – Fri, 9am – 3pm (except PH).		10.3 Each request will be assessed and processed based on the following refund guideline: <ul style="list-style-type: none">• A 100% refund if receipt of student's written notice of withdrawal is received seven working days before the course commencement date, less an administration charges of \$32.00.• A 50% refund if receipt of student's written notice of withdrawal is received three working days before the course commencement date, less an administration charges of \$32.00.• A 0% refund if receipt of student's written notice of withdrawal is received less than three working days before the course commencement date.	
3.3 Post. Payment by cheque / bankdraft is also accepted and has to reach the LASALLE Short to Courses office before class commencement day. Please make all cheques / bankdraft payable to "LASALLE" and post to: Attn: Short Courses @ LASALLE, LASALLE College of the Arts, 1 McNally Street, Singapore187940 . Kindly indicate your name, contact number and course title at the back of the cheque. Please DO NOT send cash cheques.		10.4 Special Package Fee: In the event that you wish to withdraw from the second and/or third levels, the full course fee applies for the course(s) that commenced. For example: Fashion Illustration Special Package Fee is \$850. If withdrawing Fashion Illustration II, you will receive \$337.90 (\$850 minus \$480 (full course fee of Fashion Illustration I) minus \$32.10 (admin charges) equal \$337.90).	
3.4 Invoice. For company sponsored courses, and if invoice is required, applicants are to write to Short Courses on your company's letterhead with your application form. Applicant's place on the course is not confirmed until payment has been received. Payment is required within 30 days of the date of the invoice or as specified. Discounts are not applicable for courses paid through invoice.		11. SUBSTITUTION	
3.5 SkillsFuture Credit. Applicants who opted to use their SkillsFuture Credit (SFC) are required to submit their SFC claim under the pay-to-Training Provider (TP) mode* up to 60 days before the course start date. Applicants are required to provide the following supporting document when making SkillsFuture Credit claims. <ul style="list-style-type: none">1) Tax Invoice2) Official Receipt Failing to do so, will cause delay and/or rejection of claim.		11.1 You may transfer your enrolled space to a substitute student if you are unable to attend a course; the latest transfer date is one week before course commencement.	
All SFC approved claims has to reach LASALLE no later than 14 working days before the course start date.		11.2 All substitution cases must be made in writing, to the Short Courses Office. A \$32.10 administration charge is payable for each substitution.	
* Training Provider (TP) mode – Direct offset of SkillsFuture against qualifying fee up to maximum credit balance. No substitution or transfer of class is allowed after the class has started if you have opted to use SkillsFuture Credit.		11.3 Substitution cannot be accepted after the course has started.	
4. ELIGIBILITY		12. TRANSFERS	
4.1 Anyone aged 18 and above, or otherwise stated within the course outline.		12.1 You may transfer onto another course up to two weeks before course commencement date.	
5. DISCOUNT		12.2 Transfer requests must be made in writing, to Short Courses Office. A \$32.10 administration charge is payable for each transfer.	
5.1 LASALLE alumni, current students, part-time staff & returning Short Courses participants are entitled to a 10% discount except for courses marked with an asterisk * and ALL Youth classes.		12.3 Transfer is not allowed once course has started.	
5.2 LASALLE full-time staff and their immediate family members are entitled to a 50% discount except for courses marked with an asterisk *(conditions apply) and ALL Youth classes.		13. NON-ATTENDANCE	
5.3 'Returning participant' refers to participants who has successfully attended and completed a LASALLE Short Courses programme and have received a Certificate of Participation.		13.1 Non-attendance due to illness, personal and professional reasons does not give rise to the right to refunds, extra course hours or course transfer.	
5.4 First-time applicant is not eligible for discount when registering for two courses before applying for the subsequent course(s) if they wish to enjoy the discount.		14. CERTIFICATION	
5.5 Participants need to provide valid staff / membership / student card / certificate upon attended submitting application. Returning Short Courses students need to provide a copy of the past certificate of participation for discount entitlement.		14.1 A minimum achievement of 80% attendance is required for participants to receive a Certificates of Participation.	
5.6 A full course fee applies should you be unable to provide us with the necessary documents. An administrative fee of \$5.35 applies should you require LASALLE to retrieve such evidence from our records.		14.2 Certificate of Participation entitles returning participants to a 10% discount of Short Course fees.	
5.7 Special Package Fee is strictly applicable only upon registration. Should you sign up for the first level and wish to continue to second and/or third level, it does not give rise to the right to be eligible for Special Package Fee.		14.3 Discount is valid for three years from the date of Certification. Re-printing of misplaced Certificate is chargeable at \$10.70 for each course.	
5.8 No further discount and/or Special Package Fee is applicable if using the Nation Silver Academy funding.		15. MATERIALS	
6. CLOSING DATE OF APPLICATION		15.1 Course fee do not include materials and/or refreshments, unless otherwise stated. Please refer to the required material list corresponding to the course(s) you enrolled for.	
6.1 Closing date for application is five working days prior to the scheduled commencement date, or when the class has been fully subscribed, whichever earlier.		16. ENGLISH	
7. LATE APPLICATION		16.1 All classes are conducted in English.	
7.1 Should there be low applications for a course, the course will be open for application to the public right up until the course start date.		17. PHOTOGRAPHY AND VIDEOGRAPHY	
7.2 Late applicants are required to confirm their place in the course by telephone or email. If, however, applicants do not receive confirmation within 24 hours of application, it is their responsibility to check on the application status, by contacting the Short Course Office at 6496 5066 .		17.1 Due to copyright and privacy, and respect for other participants, the use of audio and / or visual recording equipment is not permitted at any point during the course.	
8. OVERSEAS APPLICATION		18. HEALTH & SAFETY	
8.1 Please check with Short Courses staff via email / phone to ensure that your place in the course is confirmed and the course is running before making any travel arrangements. Short Courses is not liable for travel or accommodation cost in accordance with Clause 9.4.		18.1 Participants are required to wear appropriate clothing and footwear for all practical classes. This will be discussed on the first day of class; please refer to the required material list for further information. Participants who fail to comply with health and safety are not allowed to participate in practical classes.	
8.2 Fees and refunds are payable in Singapore Dollars. Short Courses is not liable for any losses incurred as a result of currency fluctuations or exchanges.		18.2 LASALLE is not liable for any loss, damage, death, injury, disability and any loss damage to property or person, from any cause in connection to Short Courses and their related activities.	
		19. CONFIDENTIALITY	
		19.1 All information written in the application form will be treated with strict confidentiality.	