Swedish Academy of Realist Art

School policy

Goals and Vision

The program *Traditional Realistic Drawing and Painting* aims to cultivate and preserve the highest level of artistic professionalism. Through the integration of classical craftsmanship and immersive studio practice, students develop both technical excellence and artistic independence.
The program emphasizes disciplined training in observational drawing and painting while encouraging students to develop their own artistic voice within the tradition of realist art.
The SARA program is regulated by Myndigheten för Yrkeshögskolan (Swedish National Agency for Higher Vocational Education).

Equal Opportunity Guidelines

SARA is committed to the principles of equal opportunity in both education and employment. SARA does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation, or age in any of its educational programs, activities, or employment practices.

SARA strives to foster a diverse and inclusive community of instructors and students. Each member of the community contributes unique backgrounds, perspectives, and experiences. To maintain a respectful and productive learning environment, all members of the community are expected to follow standards of conduct that promote mutual respect and consideration.

A positive and supportive atmosphere is sustained through courteous behavior and a shared commitment to treating one another with dignity.

Student Misconduct

SARA reserves the right to terminate its relationship with any student who repeatedly fails to comply with school policies, including:

- Equal Opportunity Guidelines
- General Guidelines
- Work-Related Guidelines
- Tuition Fees and Refund Policy

Disciplinary action may also be taken if a student is considered to pose a significant risk to other individuals or to school property.
Students may be temporarily suspended from their studies with immediate effect. The SARA Board will make final decisions regarding disciplinary actions, including possible expulsion.

Students who are suspended or expelled are not entitled to a refund of tuition fees.

Swedish Academy of Realist Art

Tuition Fees

The tuition fee for the program is 130,000 SEK per academic year.

Tuition is paid per term, with 65,000 SEK due before the start of each term.

A non-refundable deposit of 10,000 SEK is required upon acceptance and prior to the start of each academic year. This deposit will be deducted from the first term's tuition payment.

Invoices will be sent to students via email. Payment must be made no later than the specified deadline. Late payments may incur an additional 8% interest charge.

Enrollment Commitment and Withdrawal Policy

Students admitted to the three-year program are expected to commit to the full duration of the program. Enrollment is considered binding but may be withdrawn in accordance with the following conditions:

Right of Withdrawal (New Students)
First-time students may cancel their enrollment by submitting written notice to SARA no later than two months before the start of the term.
Tuition refunds will only be granted if written notice is received before this deadline. If the student fails to cancel within this timeframe, or terminates their studies after the term has begun, the full course fee for that term will be charged.

Withdrawal for Continuing Students
Students who have already begun their studies but choose not to continue may cancel their enrollment for the upcoming term by submitting written notice before the admission deadline for that term.
After this deadline, enrollment for the upcoming term becomes binding.

Illness or Personal Emergency
If a student must terminate their studies due to illness (supported by a medical certificate) or another documented personal emergency, the school may reimburse the unused portion of the tuition fee, minus a 10% administrative fee.
All requests for withdrawal, cancellation, or refunds must be submitted in writing.

Handling of Personal Data and Student Information (GDPR)

The Swedish Academy of Realist Art (SARA) processes students' personal data in accordance with the EU General Data Protection Regulation (GDPR).

Personal data is collected and processed in order to:

- administer course registration and participation
- communicate with students

- manage invoicing and accounting
- provide information about the school's programs and activities

The personal data processed may include:
- name
- contact details
- personal identity number (where applicable)
- payment and invoicing information
- information related to course participation

Storage and Retention
Personal data is stored only for as long as necessary to fulfil the purposes described above or as required by law. Accounting-related information is retained in accordance with the Swedish Accounting Act (Bokföringslagen).

Student Rights
Under GDPR, students have the right to:

- access the personal data processed about them
- request correction of inaccurate information
- request deletion of personal data when it is no longer necessary
- request restriction of processing or object to certain processing
- request data portability where applicable

Requests regarding personal data must be submitted to the school.

Security and Confidentiality
SARA takes appropriate technical and organisational measures to protect personal data. All personal data is handled confidentially and with care.

Contact and Complaints
If you have questions about how your personal data is handled or wish to exercise your rights, please contact the school rector at:

lena@sara-academy.se

If you believe that your personal data is being processed in violation of GDPR, you have the right to file a complaint with the Swedish Authority for Privacy Protection (Integritetsskyddsmyndigheten – IMY).

Population Registration and Address Requirements

All students (Swedish or foreign) living in Sweden for more than one year must register their current address with the Swedish Tax Agency (Skatteverket). This is known as population registration (folkbokföring).
Important considerations:

- Authorities such as CSN send official mail to the registered address.
- Housing allowance generally requires registration at the same address.
- Healthcare services are primarily provided in the region where a person is registered.

Providing an incorrect address may constitute a violation of the Population Registration Act (Folkbokföringslagen).

International Students

Students from outside Sweden must follow the relevant regulations regarding residence permits, registration, and personal identification numbers.

Students admitted to programs lasting longer than 12 months should apply for a Swedish personal identity number (personnummer) through the Swedish Tax Agency (Skatteverket).

Students staying less than 12 months should apply for a coordination number (samordningsnummer).
For detailed and updated information, students should consult the website of the Swedish Migration Agency (Migrationsverket):

https://www.migrationsverket.se/du-vill-ansoka/studera/ovriga-studier-och-studier-pa-gymnasium.html

NOTE: Students that are citizens outside of EU/EEA and have a student visa, do not have the automatic right to work in Sweden. As a school, SARA fall under the category “Other studies” and is not categorized as a university or higher education. Therefore, other rules apply and you need to first apply for a work permit through a potential employer.

Work-Related Guidelines

Students are expected to maintain a focused working environment.

- Noise levels must be kept to a minimum.
- Music may only be played using headphones (except in the model room).
- Conversations should be kept quiet to avoid disturbing other students.

Attendance reflects commitment to the program. Financial support from CSN requires students to pass all courses. The school is required to report student performance to CSN.

If a student arrives late for the first pose of figure drawing, their workspace may be made available to other students for that day unless the school office has been notified in advance.

If a student misses their scheduled critique, it is their responsibility to contact the instructor to request feedback. Instructors are not required to provide critiques to students who arrive late without prior notice.

Swedish Academy *of* Realist Art

General Guidelines

Students are expected to contribute to a respectful and professional working environment.

- Do not disturb another student's workspace.
- Ask permission before using materials that do not belong to you.
- Always clean up after yourself.
- Avoid actions that may disrupt other students.

To help maintain cleanliness in the building:

- Street shoes should be removed and indoor shoes worn.
- Smoking is prohibited inside the building.
- Cigarette butts must be disposed of properly outside.

Students are encouraged to act responsibly with regard to environmental impact, including responsible use of water, electricity, and materials.

Kitchen Responsibilities
Students must clean up after themselves in the kitchen. Each term a kitchen duty schedule assigns two students per week to oversee general cleanliness.

Library Rules
Books in the SARA library are not to be removed from the library without specific permission from a member of the management team. Food and drinks are not allowed in the library.

Mobile Phones
Mobile phone ringers must be turned off while inside the building.

School Property
Students must treat school property with care. If school property is damaged due to negligence, the student may be required to cover the cost of replacement.

Personal Property Policy
SARA is not responsible for damage to or loss of personal belongings brought onto school premises.

Student Image and Artwork Release
For educational and promotional purposes, SARA reserves the right to use students':

- names
- photographs
- portraits

Swedish Academy *of* Realist Art

- images of artwork created at SARA
- images submitted as part of the application process

Students who do not wish to appear in photographs or have their name used must notify the school in writing before the start of the academic year.

Acceptance of Policy
By enrolling as a student at SARA, students agree to comply with the policies described in this document and to follow the academic curriculum established by the school under the oversight of Myndigheten för Yrkeshögskolan (MYH).

Updated by SARA Academy 2026-08-28