



University of Essex



East 15 Acting School Application and Audition Terms and Conditions

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East 15 Acting School Application and Audition Terms and Conditions

This document should be read in conjunction with the [regulations](#) published on the University of Essex website.

All applicants:

You can only submit one East 15 application form and video audition in an academic year. Any further applications received will not be considered.

1. Administration fees

There is no charge for submitting your application to East 15.

The relevant administration fee must be paid if an applicant is invited to attend an in-person audition for which a £10 fee is payable. Information on whether a fee is payable will be in the invitation to attend Round 2 audition.

Audition type	Fee	When payable
Round 1 video audition	Free	Not applicable
Round 2 in person audition	£10	Booking of audition

2. Administration fee waiver

Undergraduate applicants can apply for an Administration Fee Waiver when they submit their East 15 Application Form. If this application is successful and they are recalled for a Round 2 audition for which a fee would normally be payable, the fee will be waived.

If your Administration Fee Waiver application is unsuccessful, you will be contacted by email and, if applicable, asked to pay the fee for the Round 2 audition fee.

The Administration Fee Waiver is not applicable for applicants applying for a Master's or PhD level course.

3. Courses with an interview requirement

The following courses are exempt from administration fees (as auditions are not held for these programmes and an interview will take place instead):

BA Stage Management

BA Creative Producing (Theatre and Short Film)

MA/MFA Theatre Directing

PhD Research Courses

4. Round 1 video audition

All applicants to courses with an audition requirement are required to submit a video audition with their East 15 application form.

Information on what to [prepare for a video audition](#) is on our website.

When assessing the Round 1 video audition, East 15 will consider you for all courses, taking note of your course preferences on the application form.

If you are successful in the first round of video auditions, you will be invited, by email, to attend a Round 2 audition.

5. Round 2 audition or interview

If you are invited to attend a Round 2 audition or interview, you must attend and take part in the audition or interview process. This is so that your skills can be fully assessed by East 15 and a decision can be made on your application.

Invitations to attend a Round 2 audition or interview will be sent by email. Spaces on our auditions are limited, and you are advised to book your place within two weeks of the request to do so. If you do not book a place by the time our auditions close or, if you are a UCAS applicant, by the date we are required by UCAS to make a decision on your application, your application will automatically be rejected. You should not book travel and/or accommodation until you receive confirmation of your booking.

At the Round 2 audition or interview, East 15 will consider you for all courses, taking note of your course preferences. You are expected to attend your Round 2 audition or interview on the date and time indicated in correspondence.

If you are unable to attend your interview or Round 2 audition, you should email e15auditions@essex.ac.uk as soon as possible, stating the reason for not attending.

If you inform East 15 Acting School in advance that you are unable to participate in a Round 2 audition or interview on the date you have originally booked and there are clear reasons why it has not been possible for you to attend, it will normally be possible to arrange an alternative date. This will be at the discretion of East 15 Acting School and will depend on availability. An alternative is not guaranteed, and any audition fee paid cannot be refunded if it is not possible to arrange an alternative date.

6. International or regional auditions

Applicants who wish to attend an agreed East 15 Acting School audition that is held overseas or off campus in the UK will be asked to pay the £10 administration fee to secure their place at audition.

7. Non-attendance at audition or interview

If you fail to attend your audition or interview without informing East 15 Acting School of the reasons why and have not arranged an alternative date (if an alternative is available), your application will automatically be unsuccessful. Subject to the provisions of section 9, any audition fee paid is not refundable.

8. Costs associated with the audition or interview

Any costs that you incur in the making of a video audition (Round 1) or to attend a Round 2 audition or interview are to be met by you as the applicant. East 15 does not provide any funding towards costs (the Administration Fee Waiver scheme covers the audition fee itself and no other associated costs).

9. Refund of audition fees

Administration fees are refundable or can be carried over to a future application in the following circumstances:

- failure to submit a video audition or attend a Round 2 audition as the direct result of a proven procedural irregularity (for example an error or omission) on the part of East 15 Acting School and/or the University of Essex.

Administration fees will not be refunded or carried over to a future application in the following circumstances:

- Failure to complete an East 15 application form, and/or submit a video audition that meets our [requirements](#) before the relevant course is closed for the current academic year¹.
- Inability to attend a Round 2 audition on medical grounds.
- Inability to attend a Round 2 audition due to travel delays and/or any other delaying or exceptional circumstances.

¹ Please refer to section 4 (Round 1 audition), for further guidance.

10. Audition feedback

You are expected to be fully conversant with the audition requirements that apply, and to have prepared for your audition accordingly.

If you attend a Round 2 audition, you may receive direction from those leading the audition. Please note that, through this direction, feedback is being provided on the work that is presented.

East 15 and/or the University of Essex does not provide written feedback or further verbal feedback following either Round 1 or Round 2 auditions.

11. Audition or interview outcome/decision

If you are invited to attend an interview or are successful in the Round 1 video auditions and are invited to participate in a Round 2 audition, you will be contacted by email from e15adms@essex.ac.uk.

East 15 may, on rare occasions, make an offer based on the Round 1 video audition and application form. This is at the recommendation of the Head of Course and with agreement from the Director of School.

If you are successful in your interview or Round 2 audition and are offered a place on a course at East 15, you will be sent a formal offer by email from the University of Essex. Your myEssex account will also be updated and you will be able to view your formal offer letter by logging in [here](#).

Undergraduate applicants that apply through UCAS will also receive a decision through their UCAS Hub.

If you are given an offer for your preferred course, you will not be considered for your other course preference.

East 15 will consider applicants for all courses, taking note of your course preferences. You could, therefore, be offered a place on, or be put on the waiting list for, a course that you have not applied for but one that our tutors feel would suit your skills as demonstrated through your application. If you are offered a place on a course that was not your first preference, this means you were unsuccessful in your application to your preferred courses and you will no longer be considered for other programmes.

All offers to East 15 courses include the condition of payment of the East 15 Course Deposit by the deadline date in the conditions of the formal offer. Please see the E15 Course Deposit Terms and Conditions for more information.

If you are placed on a waiting list, you will be informed of the decision by email and contacted if a place becomes available. There is no guarantee of an offer being made. Waiting list applicants will be informed by email when we close the list and are not making any further offers. Places on our waiting lists will not be carried over to the next academic year.

If you are unsuccessful following your interview, Round 1 video audition or Round 2 audition, you will receive a rejection decision by email. Undergraduate UCAS applicants will also receive a rejection decision via the UCAS Hub. Applicants who receive a rejection decision will have already been considered for all courses offered by East 15; this means we are unable to offer you a place at East 15 on any of our courses.

12. Timescale for responses

From receipt of the completed application (including, if applicable, a working video link for the Round 1 audition) we aim to be in touch with an outcome within four to six weeks. If your application is incomplete and we require further information from you before it can be processed, we will be in touch by email including the deadline by which you need to submit the requested information. Applications that are still incomplete at the time the relevant course is closed or by a response deadline set by UCAS will automatically be rejected. Please note the refund policy set out in section 9 above.

If you are successful in being invited to a Round 2 audition or interview, we aim to provide an outcome within five to 10 working days of the audition or interview taking place. Failure to attend a Round 2 audition or interview will result in a rejection decision. Please note our refund policy for administration fees (section 9).

A full list of possible outcomes is available in the 'What's Next?' section on the following pages:

[Applying for Undergraduate study at East 15 Acting School](#)

[Applying for postgraduate study at East 15 Acting School](#)

13. Accepting an offer

If you are successful in your application and are offered a place at East 15, in addition to meeting the conditions of your offer, and paying the East 15 Course Deposit, applicants will need to formally accept their place with us.

Further information on the [East 15 Course Deposit](#) can be found on our Terms and Conditions web page.

UG Direct and PG Applicants: You can accept your offer by logging into your [myEssex account](#), clicking on 'My Applications' and then 'Reply to Offer' in the 'Tasks' list.

UCAS Applicants: Once you have received a decision from all your choices, UCAS will ask you to accept one offer as your firm (first) choice and one offer as your insurance (second) choice. Please note that East 15 Acting School may not be able to keep places open for applicants who make us their insurance choice. We therefore advise you to either make us your firm choice or decline our offer.

If you do make East 15 your Insurance choice we advise you **not to** pay your deposit unless you are told by East 15 that there is a space available for you on the course. Please contact

e15adms@essex.ac.uk immediately if you are holding an Insurance choice with East 15 and you either change your mind about your Firm choice or receive a rejection decision from them.

14. Commitment to improvement

East 15 Acting School is committed to providing applicants with a positive and informative application and audition experience and we are keen to receive feedback from applicants. Should you wish to offer feedback in relation to the audition process, please send your feedback via email to e15adms@essex.ac.uk. However, the administration fee cannot be refunded on the basis of negative feedback, or if you are dissatisfied with the outcome of your audition.

15. Complaints

If you wish to submit a complaint, you should refer to information regarding the complaints process found in the [Complaints Policy for applicants](#) (pdf) which is published on the University of Essex website.

Document Control Panel

Field	Description
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Policy Classification	Policy
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Policy Manager Role	Director of Marketing, Student Recruitment and Admissions (MSRA)
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