

# East 15 Acting School

## Auditions – Terms & Conditions



This document should be read in conjunction with the [Undergraduate and Postgraduate Admissions Policy](#) documents which are published on the University of Essex website.

### Audition terms & conditions

#### 1. Audition fees

All applicants submitting a Round 1 video audition are required to pay a flat rate audition fee of £15 or, if you are applying for an undergraduate course, submit a successful Audition Fee Waiver application. The fee must be paid or an Audition Fee Waiver form uploaded on submission of an application – if the fee has not been paid or a successful Audition Fee Waiver received, the application cannot be considered.

Applicants whose Audition Fee Waiver is unsuccessful will be contacted by email and asked to pay the £15 audition fee.

The Audition Fee Waiver is not applicable for applicants applying for a Masters or PhD level course.

Applicants who are invited to attend a Round 2, audition and have not been awarded an Audition Fee Waiver, will be asked to pay a further fee of £30 when they book a Round 2 audition. Spaces on our auditions are limited and applicants are advised to book their places within two weeks of the request to do so. If you do not book a place or we close our courses/auditions before you request an audition date, your application will automatically be rejected.

Applicants who have submitted a successful Audition Fee Waiver on submission of their application will not be required to pay the Round 2 audition fee.

Applicants can only submit one East 15 application form and video audition, in an academic year. Any further applications received will not be considered and any further audition fees paid will not be refunded.

#### 2. Courses exempt from audition fees (as auditions are not held for these programmes and an interview will take place instead) are as follows: -

- BA Stage & Production Management
- BA Creative Producing (Theatre and Short Film)
- MA/MFA Theatre Directing
- MA Advanced Professional Theatre Practice
- PhD Research Courses

#### 3. Submission of Round 1 video audition

All applicants are required to submit a video audition with their East 15 application form unless they are only applying for exempt courses (see point 2)

#### 4. Round 2 audition

Applicants who have been successful in the first round of video auditions will be invited to attend a Round 2 audition. Invitations will be sent by email and applicants should not book travel and/or accommodation until they receive confirmation of their Round 2 audition booking.

Applicants are expected to attend their audition on the date and time indicated in correspondence.

If an applicant informs East 15 Acting School in advance that they are unable to participate in a Round 2 audition on the date they have originally booked or, on the day of the audition there are clear reasons why it has not been possible for the applicant 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 the availability of audition dates. An alternative is not guaranteed, and a refund of the audition fee will not be made in these circumstances.

Applicants who are unable to attend their Round 2 audition should email [e15auditions@essex.ac.uk](mailto:e15auditions@essex.ac.uk) as soon as possible, stating their reason for not attending.

If an applicant fails to attend their alternative audition without informing East 15 Acting School in advance, their application will automatically be unsuccessful.

Applicants who are invited to attend a Round 2 audition, must attend and take part in the audition process. This is so that the applicant's skills can be fully assessed by East 15 in order for a decision to be made on their application.

#### **5. Audition costs**

Any costs incurred by the applicant in the making of a video audition or to attend a Round 2 audition are to be met by the applicant. East 15 does not provide any funding towards audition costs, other than the Audition Fee Waiver scheme which covers the audition fee itself and no other costs.

#### **6. Refund of audition fees**

All audition fees are non-refundable. Audition fees **will not** be refunded where applicants are unable to attend a Round 2 audition or submit a video audition on medical grounds, because of bereavement, due to travel delays and/or any other delaying or exceptional circumstances. Applicants should refer to section 4 (Round 2 audition), for further guidance.

A refund of the audition fee will only be considered if it can be proven beyond reasonable doubt that failure of the applicant to submit a video audition or attend a Round 2 audition is the direct result of an error or omission on the part of East 15 Acting School and/or the University of Essex.

Applicants who pay their audition fee but fail to complete an East 15 application form and/or submit a video audition before we close our courses for the current academic year, will not be refunded or carried over to future applications.

#### **6. Audition feedback**

Applicants are expected to be fully conversant with the [audition requirements](#) that apply to them and to have prepared their audition accordingly.

Applicants attending a Round 2 audition may receive direction from those leading the audition. Please note that, through this direction, we are offering feedback on the work that is presented.

We do not provide written feedback or further verbal feedback following either Round 1 or Round 2 auditions.

#### **7. Audition outcome/decision**

Applicants who are successful in the Round 1 auditions and are invited to participate in a Round 2 audition, will be contacted by email from [East 15 Admissions](#).

Applicants who are successful in their Round 2 audition and are offered a place on a course at East 15 will be sent, by email from the University of Essex, a formal conditional offer. Undergraduate, UCAS applicants will also receive a decision through UCAS.

If an applicant is given a place on their first choice of course then they will not be considered for their other choices. If an applicant is given an offer for their second or third course choice, then they have been unsuccessful in their other choices. East 15 will consider applicants for all courses, taking note of the applicants' course choices. An applicant could, therefore, be recalled and/or offered a place on a course that they have not applied for but is one that our tutors feel would best suit their skills. If an alternative course is offered, then they will have been unsuccessful in their application for their other course choices.

All offers to East 15 courses include the condition of payment of the £300 [East 15 Course Deposit](#) by the deadline date in the conditions of your offer. Please see the [E15 Course Deposit Terms and Conditions](#) for more information.

Applicants who are unsuccessful following their Round 1 video or Round 2 audition will receive a reject decision by email. Undergraduate, UCAS applicants will also receive a Reject decision through UCAS.

Applicants who receive a reject decision will have already been considered for all courses offered by East 15 – this means we are unable to offer them a place at East 15.

#### **8. Timescale for responses following auditions**

From receipt of your application (and your Round 1 video submission if applicable), we aim to be in touch with an outcome within four weeks. If you are successful in being invited to a Round 2 audition, we aim to provide Round 2 audition outcomes within 10 working days of the audition taking place.

#### **9. Commitment to improvement**

East 15 Acting School is committed to providing applicants with a positive and informative audition experience and we are keen to receive feedback from applicants. Should any applicant wish to offer feedback in relation to the audition process, they should send their feedback via email to [e15adms@essex.ac.uk](mailto:e15adms@essex.ac.uk). However, the audition fee cannot be refunded on the basis of negative feedback or an applicant being dissatisfied with the outcome of their audition.

#### **10. Complaints**

Applicants wishing to submit a complaint should refer to information regarding the complaints process found in the [Undergraduate and Postgraduate Admissions policy documents](#) which are published on the University of Essex website.