

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

E15 Application and Audition Terms & Conditions

1. Audition fees

All applicants:

The relevant audition fee must be paid (or, for undergraduate applicants only, an Audition Fee Waiver form uploaded) on submission of an application. If the fee has not been paid or the Audition Fee Waiver application is not successful, the application cannot be considered. You 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.

Round 1 video auditions:

All applicants submitting a Round 1 video audition are required to pay a flat rate audition fee of £15.

Audition fee waiver application:

Undergraduate applicants can complete and submit an [Audition Fee Waiver application](#). If this application is successful, the fee for a Round 1 video audition and, if applicable, a Round 2 audition fee will be waived.

If your Audition Fee Waiver application is unsuccessful, you will be contacted by email and asked to pay the fee for the Round 1 video audition and, if applicable, Round 2 audition.

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

Round 2 in person auditions:

If you are invited to attend a Round 2 audition, you will be required to pay a further fee of £30 when you book your Round 2 audition (unless you have been awarded an Audition Fee Waiver).

If you are unsuccessful in your Round 1 application for an undergraduate course and are recalled for a Master's audition instead, you will need to pay the £30 Round 2 audition fee.

2. Courses with an interview requirement:

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

- 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 you are only applying for courses with an interview rather than an audition requirement (see exempt courses under point 2 above).

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.

4. Booking and attending a Round 2 audition or interview:

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 - or we close our courses/auditions before you request an audition date - 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 tutor and/or audition date availability. An alternative is not guaranteed, and a refund of the audition fee, if applicable, will not be made if it is not possible to arrange an alternative date.

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.

During the 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.

5. 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 the applicant. East 15 does not provide any funding towards costs (the Audition Fee Waiver scheme covers the audition fee itself and no other associated costs).

6. Refund of audition fees

All audition fees are non-refundable. Audition fees **will not** be refunded where you 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. Please refer to section 4 (Booking and Attending a 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 to submit a video audition or attend a Round 2 audition is the direct result of procedural irregularity (for example an error or omission) on the part of East 15 Acting School and/or the University of Essex.

If you pay your audition fee but fail to complete an East 15 application form, and/or submit a video audition before the relevant course is closed for the current academic year, your audition fee will not be refunded or carried over to future applications.

7. 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.

8. 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. 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.

If you are given an offer for your second course preference, this means you have been unsuccessful in your first 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 best suit your skills. If an alternative course is offered, then you will have been unsuccessful in your application for your other course preferences.

All offers to East 15 courses include the condition of payment of the £200 [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 at a later date. Waiting list applicants will also be informed by email if we close the list and are not making any further offers.

If you are unsuccessful following your interview, Round 1 video 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.

9. Timescale for responses

From receipt of the completed application (including, if applicable, a working video link for the Round 1 audition and payment of the audition fee or successful Audition Fee Waiver) we aim to be in touch with an outcome within 4 to 6 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. Applications that are still incomplete at the time the relevant course is closed will automatically be rejected. Please note the refund policy set out in section 6 above.

If you are successful in being invited to a Round 2 audition or interview, we aim to provide an outcome within 5 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 (section 6).

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](#)

10. 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 audition fee cannot be refunded on the basis of negative feedback, or if you are dissatisfied with the outcome of your audition.

11. 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.