

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

Admissions Process

1) Entry Requirements

East 15 Acting School will assess all applications received on an individual basis, taking into account the applicant's academic and practical experience, and their potential for success on their chosen course of study. As part of this assessment, applicants to our acting courses will need to undertake an audition, which will include elements of physical activity. Applicants to BA Stage & Production Management, BA Creative Producing (Theatre and Short Film), MA/MFA Theatre Directing and our Research courses are required to attend an interview, either in person, by telephone or via Skype.

There is no upper age limit for applicants to any course. Applicants will need to be over the age of 16.

Applicants should hold or be studying towards an academic qualifications equivalent to the entry requirements for their chosen course(s), or be able to provide evidence of suitability for study. Applicants are advised to check the current academic entry requirements on the [East 15 Acting School website](#) before submitting an application.

If an applicant is successful in gaining an offer to study at East 15 Acting School they will be required to meet any/all conditions stipulated in the offer within any stated deadlines. Failure to meet the conditions of offer may result in an unsuccessful outcome.

All decisions made by East 15 Acting School in relation to admission to academic courses are final.

2) Application procedures

We recommend that applicants submit an application as early in the admissions cycle as possible. To apply for a course of study at East 15 Acting School, applicants will need to complete a [direct application](#) online, with the exception of BA Creative Producing and BA Stage and Production Management applicants who have applied through UCAS.

With the exception of applicants to BA Stage & Production Management, BA Creative Producing (Theatre and Short Film), MA/MFA Theatre Directing, our Research courses and those attending an overseas audition/interview, applicants are required to pay a non-refundable flat rate [audition fee](#) of £55, this must be paid on submission of an application. [Terms and conditions apply](#).

Applicants can only submit one application and be assessed, either by audition or by interview, once in an academic year. Any further applications received will not be considered and any audition fees paid will not be refunded.

Any applicant that has not complied with these initial application procedures will not be considered.

3) Admissions cycle

Applications will normally be considered between 1 October and 30 June. In some cases, courses may run additional advertised recruitment events during July, August and September. Recruitment for some courses may also be extended at the discretion of the school.

4) Course closures

East 15 Acting School reserves the right to close admission to any Undergraduate courses after 15 January during each application cycle.

5) Audition and selection

All applicants are required to attend an audition or interview if applying to one of the specific courses outlined in section 1. Applicants based outside of the UK, should contact us about overseas audition opportunities or submit online audition materials within the online application. We strongly recommend

that applicants read the information provided on our [website](#) about preparing for an audition.

East 15 Acting School offers a number of audition days throughout the year. These dates are published on our [website](#), but additional dates may be added and published dates are subject to change. Applicants from outside the UK should also note that overseas auditions are offered in a number of countries each year. Full details are on the audition pages of our [website](#).

Following submission of the direct online (and/or UCAS) application form and payment of the audition fee (if applicable), applicants will be contacted by East 15 Acting School to advise of their allocated audition or interview date. We will try our best to accommodate an applicant's preferred audition date, however, this isn't always possible. Applicants should not book travel or accommodation for their preferred audition date until they have received an official invitation to an audition date from East 15 Acting School. East 15 Acting School will not be held accountable for any costs incurred by applicants who have made travel or accommodation bookings before receiving their official invitation to an audition.

Overseas applicants who have submitted audition materials electronically, will receive an acknowledgement of their receipt.

Applicants should refer to the [Terms & Conditions for Auditions](#).

Applicants will not receive any decision regarding the outcome of their application on the day of their audition or interview. However, applicants should expect to hear from us via email within two weeks of their audition or interview. The outcome of the audition will initially be communicated via email with the response being within one of the three categories below:-

Provisional Offer	If we are able to offer the applicant a place at East 15, they will receive a provisional offer from East 15 Admissions. The offer will be for one of the courses the applicant has chosen or a programme that our Heads of Course feels is a more appropriate option. Provided the application is then authorised by the University of Essex Admissions Office (no information is missing, incomplete etc.) they will then receive an Official Conditional Offer.
Formal Conditional Offer	Once the application has been authorised by the University of Essex Admissions Offices the applicant will receive an official Conditional Offer via email from the appropriate Admissions Office within University of Essex. This will include important information on what they need to provide/achieve in order to meet the conditions of their offer. All East 15 Acting School offers include the requirement to pay a £300 East 15 Acting School Course Deposit and return of a signed Admissions Agreement by the deadline stated in their formal offer letter.
Wait List	The applicant will be held on our Wait List in case a place becomes available on an appropriate course. There is no guarantee of an offer being made. Applicants to Undergraduate courses who are in UCAS will see a 'rejection' decision on UCAS – notwithstanding this, East 15 Acting School will hold them on the Wait List. If a place becomes available the applicant will be notified and will be offered the opportunity to reinstate their application to East 15 Acting School through UCAS. Offers to Wait List applicants can be made at any time, up to the start of the course. Wait List places are only applicable to the year of application and cannot be deferred.
Unsuccessful	The applicant has not been successful at audition/interview and we are not able to offer a place on any of our courses at East 15 Acting School.

6) Communication of a formal conditional offer

A formal conditional offer will include links to the Admissions Agreement which must be signed and returned, Course Deposit payment site and other important information. Applicants to BA Acting and BA Stage and Production Management will also receive information relating to the Federation of Drama Schools agreement.

Undergraduate applicants who are in the UCAS system will receive notification of their offer from UCAS. Applicants must follow any instructions communicated by UCAS for example, replying to any offer by the

relevant deadline. Failure to meet specified deadlines will result in UCAS automatically declining the applicant's offer and we may not be able to re-instate it once East 15 Acting School has received a decline decision.

It is important that applicants to our Masters courses follow the instructions given in their offer letter and reply to the offer, pay the £300 East 15 Course Deposit, return of the signed Admissions Agreement and supply all documents requested by the stated deadlines. Failure to meet the conditions of your offer or to supply the information by the stated deadlines will result in your offer being withdrawn by East 15 Acting School.

Applicants to our Research (PHD) courses are not required to pay the £300 course deposit or return the Admissions Agreement.

7) Correspondence

All correspondence from the East 15 Acting School in relation to the admissions process will be made via email. Applicants should ensure that the email address they provide is current, correct and that it is checked regularly, we also recommend that applicants check junk/spam folders.

Applicants are encouraged to provide updates and raise any concerns with East 15 Acting School directly via email, correspondence should be sent to e15adms@essex.ac.uk.

In accordance with the University of Essex Data Protection Policy, East 15 Acting School will only correspond with the applicant (rather than third parties or parents/carers). Applicants are able to nominate an agent or representative with whom East 15 Acting School may correspond regarding their application by using our online application form (Undergraduate applicants may also do this through UCAS) or by providing written permission.

8) UCAS Clearing (Undergraduate applicants only)

East 15 Acting School courses are not normally offered through UCAS Clearing. In the instance that our courses are offered through UCAS Clearing, applicants will be considered on a case by case basis.

9) Withdrawing an offer

In the unlikely event that East 15 Acting School are unable to provide a place on the agreed course for any reason, the school will endeavour to keep the disruption to your education to a minimum, for example, by offering you a place on a suitable alternative course or deferred entry. Decisions will be made on a case by case basis and an alternative option is not guaranteed.

If an applicant fails to comply with our admissions process, as stated in this document and/or the [University of Essex Admissions Policies](#), the school reserves the right to reject their choice. An offer will be rejected if an applicant fails to meet the conditions of their offer, including payment of the required course deposit and return of the signed agreement and any other requested documents by the stated deadline.

10) Provision of evidence by applicants

Applicants may be required to provide evidence in addition to their initial application (e.g. references, personal identification documents and qualification transcripts). If the evidence required is not provided (in full within the timeframe communicated by East 15 Acting School or the University of Essex) or is insufficient, East 15 Acting School reserve the right to withdraw any offer of a place at the school and apply the rules set outlined in section 9.

11) Undergraduate UCAS Insurance choice

East 15 Acting School is not able to hold places open for applicants who put us as their Insurance choice on UCAS.

12) Deferral to the next academic year

East 15 Acting School may offer a deferred place to an applicant where a course is full, but the applicant demonstrated particular merit in their application and audition/interview. East 15 Acting School may also offer a deferred place whilst also holding an applicant on the Wait List for the current year of entry.

Applicants can request to defer the commencement of their studies by one academic year (although it is

possible to defer one further year by prior agreement). Applicants should provide their reason for requesting a deferral of their offer (e.g. financial difficulties or poor health). East 15 Acting School will then consider the request on a case-by-case basis. There is no guarantee that East 15 Acting School will agree a deferral request.

If an applicant is granted a deferral prior to the course deposit being paid, East 15 Acting School will still require the deposit to be paid by the stated deadline in order to secure their place for the following year.

If an applicant is granted a deferral after the course deposit has been paid, the course deposit will not be refunded until the applicant has registered as a student at the East 15 Acting School. If a deferral request is refused, the course deposit will not be refunded.

13) Commitment to improvement

East 15 Acting School is committed to providing applicants with a positive and informative admissions experience; therefore, we are keen to receive feedback from applicants. Should any applicant wish to offer feedback in relation to the admissions process, they should send their feedback via email to e15adms@essex.ac.uk.

14) Complaints and appeals

Applicants wishing to submit a complaint should refer to information regarding the complaints process found in the [Undergraduate and Postgraduate Admissions Policy](#).