

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

### Course Deposit terms & conditions

#### Course Deposit

Further to receiving a formal offer of a place at East 15 Acting School, applicants are required to pay a course deposit of £300. This deposit will be reimbursed in full according to the terms set out below (see 'Reimbursement').

The deposit is indicative of your commitment to both the institution and the course of study offered to you, and secures your place at East 15 (subject to meeting any other conditions of your offer).

For applicants to Undergraduate courses, we recognise that your UCAS application is a key element of the admissions process. Nevertheless, the deposit is required to ensure that applicants demonstrate appropriate commitment to East 15 (particularly where applicants may be submitting applications to other institutions not included within UCAS).

Applicants to undergraduate courses accepting or intending to accept an offer from East 15 as their 'Firm' choice should pay the Course Deposit as soon as possible (noting all stipulated deadlines for payment). East 15 is not able to accept Insurance choice applicants.

#### Deadlines for payment

Applicants should ensure that the Course Deposit payment is made no later than the deadline date stated in their formal offer from University of Essex. You may not receive a reminder of your deposit payment deadline and it is the applicant's responsibility to ensure that make a note of this date.

If in any doubt, applicants should contact East 15 Acting School for advice.

#### Failure to pay

Applicants that fail to pay the Course Deposit by the stipulated deadline will forfeit the course offer (for avoidance of doubt, East 15 Acting School will rescind the offer originally made). In this instance, East 15 is at liberty to offer the following options:

- an alternative course to that originally offered
- 'unsuccessful' decision applied

#### 14 Day Right to Cancel

Paying the course deposit indicates that you accept your offer of a place and a contract will be made between you and the University of Essex/East 15. If you change your mind you have the right to cancel your contract within 14 days of the day on which you paid your deposit.

To meet the cancellation deadline, you must inform us of your decision to cancel the contract by a clear statement (e.g. by email to [e15adms@essex.ac.uk](mailto:e15adms@essex.ac.uk) or letter) before the cancellation period has expired. If you send a letter by post you should retain proof of posting. All notice of cancellations should be emailed to [e15adms@essex.ac.uk](mailto:e15adms@essex.ac.uk) or sent to Admissions, East 15 Acting School, Hatfields Campus, Rectory Lane, Loughton, IG10 3RY, UK.

If you cancel the contract within the specified 14 days we will contact you to arrange for the refund of your £300 Course Deposit

#### Reimbursement

Provided applicants enrol at East 15 Acting School, the Course Deposit will be reimbursed in full.

For avoidance of doubt, the Course Deposit will not be refunded where applicants:

- are outside of the 14 day right to cancel period after paying the Course Deposit;
- choose not to join East 15 Acting School;
- are unable (due to any personal circumstances) to enrol at East 15.

Extenuating circumstances in respect of refunds will not be considered.

East 15 Acting School will consider refunding the Course Deposit if the applicant is able to demonstrate that they have withdrawn their application as a result of procedural anomaly.

If an applicant wishes to defer their entry, they must still meet the conditions of their offer, including the Course Deposit payment, by the set deadline. The deposit will then be carried over, but will not be refunded.

In the unlikely event that we are unable to provide a place on the agreed course for any reason, East 15 will do everything possible 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. In the instance that East 15 Acting School was no longer able to offer you the agreed place at the school, a full refund of the Course Deposit would be made.

If we rescind your offer because you have failed to meet the conditions of your offer by not providing the requested evidence/document (i.e. reference or certificates) by the stated deadline then your Course Deposit will not be refunded.

If you fail to meet the academic grades or English language conditions of your offer and East 15 (e.g. you do not obtain the grades requested in your offer) and we rescind your offer as a result of conditions not being met, your Course Deposit will be refunded.

**BA Acting and BA Stage Production Management Students only:** A refund will be provided if it can be demonstrated that an applicant has enrolled onto an equivalent course at another Federation of Drama Schools institution. In this instance, applicants should request a refund in writing to the [Academic Administrator](#) and include evidence of their enrolment at another Federation of Drama Schools institution. In this instance, applicants should note that the refund process may take up to 12 weeks to complete. This rule does not apply to any other applicants other than those offered places on the courses stated above.

#### **Managing reimbursement of the Course Deposit**

A reimbursement of the Course Deposit will be issued through the original method of payment if the applicant's fees are being paid in full or part by through a Student Finance England Loan or other form of supported payment (e.g. US loan)

If the applicant is paying their own tuition fee in full, the £300 Course Deposit will be deducted from the tuition fee.

#### **Commitment to improvement**

East 15 Acting School is committed to providing a robust admissions service. 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 the [Academic Administrator](#). It is, however, important to note that the Course Deposit cannot be refunded on the basis of negative feedback or dissatisfaction.

#### **Complaints and appeals**

Applicants wishing to submit a complaint should refer to the Undergraduate and Graduate Admissions Policy documents which are published on the [University of Essex website](#).

Unless it is clearly established that an error has been made by East 15 Acting School, appeals in relation to the refund of Course Deposits will not be considered.