

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

Admissions Process

1) Entry Requirements

East 15 will assess each applicant's experience (both academic and practical) and their potential for success on an individual basis. As part of this assessment, applicants will need to undertake an audition (with the exception of applicants to BA Stage & Production Management, BA Creative Producing (Theatre and Short Film) and MA/MFA Theatre Directing who are required to attend an interview, either in person or via Skype) that has an element of physical activity.

There is no upper age limit for applicants to any programme, however, applicants will need to be over the age of 16 (although we would normally expect applications from those aged 18 at point of registration), hold academic qualifications equivalent to the entry requirements for their chosen course(s) or provide evidence of suitability for study. Applicants are also advised to check current academic entry requirements on the [East 15 website](#) before submitting an application.

Although the audition is used as the dominant part of the selection process, if an applicant is given a conditional offer of a place they will be required to meet all the conditions, some of which may be to achieve specific academic entry requirements. To this end, failure to meet the conditions and academic entry requirements can be used as a means to determine admission to the school and a place may be refused if the applicant fails to meet any of the stipulated entry requirements.

All decisions in relation to admissions are final.

2) Application procedures

We recommend that applicants apply 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](#). In addition, applicants to our undergraduate programmes are also required to apply through UCAS.

With the exception of applicants to BA Stage & Production Management, BA Creative Producing (Theatre and Short Film) and MA/MFA Theatre Directing applicants and those attending an overseas audition/interview, applicants are required to pay a non-refundable audition fee of £55 prior to making an application. [Terms & conditions apply](#).

Applicants may 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 be considered between 1 October and 31 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 reserves the right to close admission to any of their courses after 15 January during each application cycle.

5) Audition and selection

All applicants are required to attend an audition or interview (unless based outside of the UK, in which case we encourage applicants to 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 How to Apply sections 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 this is not necessarily an exhaustive list – 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 around 10 countries each year. Applicants should [email](#) for further details.

Following submission of our direct application online and payment (if applicable) of the audition fee, applicants will be contacted by East 15 Acting School to advise of an audition or interview date (alternatively, overseas applicants submitting audition materials electronically, will receive acknowledgement of receipt).

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

Applicants won't receive any decision on the day of their audition or interview, however, applicants should expect to hear from us via email within two weeks. The outcome of the audition will initially be communicated via email as one of the four outcomes below:-

Provisional Offer	This means that, provided the application is authorised by the University of Essex Admissions Offices (no information is missing, incomplete etc.), the forthcoming offer will be for one of the applicant's chosen courses or a programme that our Heads of Course feel is a more appropriate option.
Official Conditional Offer	This means that the application has been authorised by the University of Essex Admissions Offices. This correspondence will refer you to the conditions of the offer. It also includes important information and deadlines that must be read and adhered to.
Wait List	This means that 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. Applicants to undergraduate programmes will see a 'rejection' on UCAS – notwithstanding this, East 15 will hold them on the Wait List and bring the applicant back through UCAS if a place becomes available.
Unsuccessful	This means that the applicant has not been successful at audition and we are not able to offer a place on any of our courses at East 15 Acting School.

6) Communication of an offer

An Official Conditional Offer will be processed by the University of Essex Admissions Offices provided they are satisfied that the applicant meets all necessary criteria. If there is any concern in this respect, the University of Essex Admissions Teams will liaise with the applicant to try and rectify any issue(s). Failure to respond to requests for information by the set deadline will result in the offer being rescinded.

All offers are conditional upon the payment of a refundable (subject to [terms and conditions](#)) £300 course deposit and return of a signed Admissions Agreement by the deadline stated in your formal offer letter, as well as any other conditions set by University of Essex Admissions.

The formal conditional offer will include links to an Admissions Agreement, Course Deposit payment site and important additional information. In some instances applicants to undergraduate programmes may also receive information relating to the Federation of Drama Schools.

Undergraduate applicants will also receive offer notification from UCAS. Please note, it is incredibly important that applicants respond to communication from UCAS (accepting or declining any offer by the relevant deadline). Failure to meet specified deadlines will result in your offer being rescinded.

It is also important that applicants to our postgraduate courses follow the instructions given in their offer letter and respond to the offer by accepting the offer as advised and supplying all requested documents by the agreed date. Failure to meet the conditions of your offer or to supply the information by set deadlines will result in your offer being rescinded.

Applicants must also return a signed Admissions Agreement and £300 course deposit by the stipulated. [Terms & Conditions for the course deposit apply](#). Failure to meet the specified deadline will result in your offer being rescinded.

7) Correspondence

All correspondence from the School will be 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). If you are intending to be away at any time following your audition and will not have access to your emails, we suggest that you

nominate someone to check your emails or supply East 15, University of Essex and UCAS (if applicable) with an alternative email address to use so that you do not miss any important communications or deadlines.

We also encourage applicants to correspond with the School, providing updates and raising any concerns with us directly. Applicants should send any email correspondence to e15adms@essex.ac.uk

Ordinarily, in accordance with the University of Essex Data Protection Policy, East 15 will only correspond with the applicant (rather than third parties or parents/carers). Applicants are able to nominate an agent or representative using our online application form (undergraduate applicants may also do this through UCAS).

8) UCAS Clearing (undergraduate applicants only)

It is rare that East 15 courses are 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) Rescinding an offer

If East 15 is unable to provide the place offered for any reason, the school will do all they can to keep the disruption to the applicant's education to a minimum, for example, by offering a place on a suitable alternative course, offering a deferred place or by providing assistance to help you find a suitable alternative course elsewhere.

If an applicant fails to comply with our admissions process as stated in this document and/or the [University of Essex Admissions Policies](#) (specifically, fails to meet conditions of offer including payment of the required course deposit and return of the signed agreement by the stipulated deadline), the school reserves the right to rescind any offer as a result of non-compliance with our admissions procedures.

10) Provision of evidence by applicants

Applicants may be required to provide evidence in addition to their initial application (such evidence may extend to references, personal identification documents, qualification transcripts etc.). If the evidence required is not provided (at all or within a reasonable timeframe defined by East 15 Acting School or the University of Essex) OR is insufficient, East 15 reserve the right to rescind any offer of a place at the school and apply the rules set outlined above under 'Rescinding an offer'.

11) Undergraduate UCAS Insurance choice

East 15 is not able to accept Insurance choice applicants.

12) Deferral

East 15 Acting School may offer a deferred place to any applicant for the next academic year. A deferred place is generally offered where a course is full, but an applicant shows particular merit. East 15 can also offer a deferred place and hold an applicant on a 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). East 15 would expect there to be a reason for deferral (e.g. financial difficulties, poor health etc.). Requests to defer will be considered on a case-by-case basis. There is no requirement for East 15 Acting School to agree a deferral request (regardless of whether a course deposit has been paid).

If a student requests and is granted a deferral prior to the course deposit being paid, East 15 will still require the deposit to be paid by the agreed deadline in order to secure the students place for the following year.

If a student chooses to defer and the deferral is agreed, the course deposit will not be refunded until the applicant has registered as a student. 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 audition experience; therefore 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 the [Academic Administrator](#).

14) 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](#).