

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 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 who are recalled for a Round 2, campus audition will be asked to pay a further fee of £30 before they are allocated a Round 2 audition date. Applicants who do not pay the fee within two weeks of the request to do so may lose their right to a second audition and 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 and a recall audition date will automatically be allocated to them if they are successful in the Round 1 audition.

Applicants who are not resident in mainland UK and/or are unable to attend a Round 2 audition on campus may be offered an alternative. This is at the discretion of East 15 Acting School and options will be emailed to applicable applicants who are successful at Round 1.

Applicants can only submit one application 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. Allocating a Round 2/recall audition

Round 2 auditions are allocated according to availability to applicants who have been successful in the first round of video auditions. Applicants should not book travel and/or accommodation until they receive a formal invitation to attend an audition from the Admissions department of East 15 Acting School.

Applicants are expected to attend their allocated 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 been allocated or, on the day of the audition there are clear reasons why it has not been possible for the applicant to attend, it may be possible to arrange an alternative. 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. 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 recalled for a Round 2 audition must participate and no offer can be made in lieu of participation

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

Any costs incurred by the applicant in the making of a video audition or to attend an audition day 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, as a result of bereavement, due to travel delays and/or any other delaying or exceptional circumstances. Applicants should refer to section 4 (Allocating a Round2/recall 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 attend or submit an audition is the direct result of an error or omission on the part of East 15 Acting School.

Applicants who pay their audition fee but fail to complete an East 15 application form and/or submit a video audition within a reasonable period, will not be refunded.

#### **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 their UCAS Track.

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. You could therefore, be recalled and/or offered a place on a course that you have not applied for, but is one that our tutors feel would best suit your skills. If an alternative course is offered, then you have been unsuccessful in your application for your 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.

Applicants who are unsuccessful following their Round 1 video or Round 2/recall audition will receive a reject decision by email from the University of Essex. Undergraduate, UCAS applicants will also receive a Reject decision on their UCAS Track. Applicants who receive a reject decision will have already been considered for all courses offered by East 15 and 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, 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 [East 15 Admissions](#). However, the audition fee cannot be refunded on the basis of negative feedback or an applicant being dissatisfied with the outcome of their audition. Applicant Experience Surveys may also be made available to applicants electronically after audition.

#### **10.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](#) documents which are published on the University of Essex website.