

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

### Course Deposit terms & conditions

#### 1. Course Deposit

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

The deposit secures your place at East 15 Acting School (subject to you meeting the conditions of your offer within any communicated deadlines).

For applicants to Undergraduate courses through UCAS, 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 Acting School (particularly where applicants may be submitting applications to other institutions not included within UCAS).

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

East 15 applicants are exempt from needing to pay the £1000 tuition fee deposit to the University of Essex.

#### 2. Deadlines for payment

Applicants should ensure that the Course Deposit payment is made no later than the deadline date stated in their formal offer letter from University of Essex. Please be aware that it is your responsibility to ensure that the Course Deposit payment is made by the deadline, and to contact East 15 Acting School if you have any queries regarding the deadline or payment.

#### 3. Failure to pay

Applicants that fail to pay the Course Deposit by the stated deadline will have their course offer withdrawn unless an alternative agreement has been agreed by the Director of East 15 Acting School.

#### 4. 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 Acting School. 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 and receive a refund.

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 by letter) before the cancellation period has expired. If you send a letter by post you should retain proof of postage. 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

#### 5. Reimbursement

Provided applicants register and are in attendance at East 15 Acting School, the Course Deposit will be reimbursed in full.

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 Acting School.

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 irregularity.

In the unlikely event that we are unable to provide a place on the agreed course for any reason, East 15 Acting 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. 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 you fail to provide documentary evidence that you have met the conditions of your offer by the stated deadline your Course Deposit will **not** be refunded.

If you provide documentary evidence that does not meet the academic grades or English Language conditions of your offer and your place to study is not confirmed as a result of conditions not being met, your Course Deposit will be refunded.

Deposits will not be carried forward to future applications. For example, if you choose to withdraw from your course then re-apply and are offered a place the following year, you will need to pay the Course Deposit again.

#### **6. Federation of Drama Schools Agreement - BA Acting and BA Stage Production & Management Students only**

A refund will be provided if it can be demonstrated that an applicant has enrolled/registered onto an equivalent course, for the same year of entry, at another Federation of Drama Schools institution. In this instance, applicants should request a refund in writing to [East 15 Admissions](#) and include evidence of their enrolment/registration (evidence of application and offer only is not acceptable) 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.

A copy of the Federation of Drama Schools Agreement is available on our [terms and conditions](#) webpages.

#### **7. Deferral**

If an applicant wishes to apply 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 and refunded as above when the applicant becomes a fully registered student and is in attendance. The right to defer is at the discretion of East 15 and is not guaranteed. If an applicant has paid their deposit and a request to defer outside of the 14 day cancellation policy is refused, the deposit will not be refunded if the applicant chooses not to attend East 15.

#### **8. Managing reimbursement of the Course Deposit after enrolment**

A reimbursement of the Course Deposit will be issued through one of the following methods:

- Students who are funded by a loan (e.g. Student Finance England Loan or other form of supported payment such as a US loan) – the refund will be paid back to the card that the original payment was made.
- Students who are paying for University of Essex accommodation (i.e. Southend campus students in halls of residence) – the refund will be deducted from any outstanding rent payments.
- Self-funding students who are paying by instalments – the refund will be deducted from your tuition fee total
- Self-funding student who have paid their tuition fees in full and have no other University of Essex fees outstanding – the refund will be paid back to the card that the original payment was made.

Refunds are usually made in November of the first term of study and you will be sent further information on this process before the start of term. Please note that the above is subject to reasonable changes.

**9. 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 [East 15 Admissions](#). It is however, important to note that the Course Deposit cannot be refunded on the basis of negative feedback or dissatisfaction.

**10. Complaints and appeals**

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

Unless it is clearly established that a procedural irregularity has occurred during the admissions process, appeals in relation to the refund of Course Deposits will not be considered.