



University of Essex



# **East 15 Acting School Course Deposit Terms and Conditions**

**October 2025 entry**

---

Authors:	Admissions
Publication date:	30 September 2024
Amended:	May 2024
Review date:	May 2025

# Table of Contents

<b>East 15 Acting School Course Deposit terms and conditions</b>	<b>3</b>
<hr/>	
1. East 15 Course deposit	3
2. Why do I have to pay the East 15 Course deposit?	4
3. Deadlines for payment of the East 15 Course deposit	4
4. Failure to pay the East 15 Course deposit	4
5. Refunding the East 15 Course deposit	4
6. Refunding East 15 tuition fees	6
7. Deferral of place at East 15 Acting School to a later intake	6

# East 15 Acting School Course

## Deposit terms and conditions

East 15 Acting School is a part of the University of Essex. If you accept a place at the East 15 Acting School, you will be entering into a Student Contract with the University of Essex.

This document should be read in conjunction with the Student Contract documents that you have received by email as part of your offer. These documents can also be found on your [myEssex](#) applicant portal and are published on the University of Essex website.

Any reference to course deposit in this document relates to the East 15 Course Deposit only.

This version of East 15 Acting School Course Deposit terms and conditions apply to the following student intakes: *October 2025*.

### 1. East 15 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 £200. This applies to all courses at undergraduate, postgraduate taught, and postgraduate research level.

In exceptional circumstances, the school may agree to a reduced Course deposit. If you have already received confirmation that your audition fee has been waived through a successful audition fee waiver application, your course deposit has been reduced to £100. Requests for a reduced East 15 Course deposit from applicants not granted an audition fee waiver should be emailed to [e15adms@essex.ac.uk](mailto:e15adms@essex.ac.uk). If successful, a deposit will still be required, with the amount reduced to £100. Applicants who require a Student Visa to study in the UK will need to pay the full £200 East 15 Course Deposit as this is a requirement for the issue of their Confirmation of Acceptance for Studies (CAS).

Applicants currently studying a Cert HE in Theatre Arts at East 15 who then apply for another course at East 15 for 2025-26 entry, will have their course deposit reduced to £100.

Please note that the audition fee is separate and additional to the East 15 Course deposit.

East 15 applicants who have paid the East 15 Course Deposit are not required to pay any additional tuition fee deposit to the University of Essex.

**Please note:** Unlike deposits for other courses offered by the University of Essex, the deposit paid when accepting a place at East 15 Acting School *does not* form part payment towards your tuition fees. The East 15 Course deposit is paid *in addition to* your tuition fees. If you register and attend East 15 Acting School for at least the first 6 weeks of the course, the full deposit amount will be refunded. Please see section 5 below for further information (including information on the other circumstances in which a full deposit refund will and will not be made).

## 2. Why do I have to pay the East 15 Course deposit?

The course deposit is required to ensure that applicants demonstrate commitment to East 15 Acting School and, as an applicant, will secure your place (subject to you meeting the conditions of your offer within any communicated deadlines). We ask students who accept an offer to study at East 15 Acting School to pay a course deposit, as strict requirements apply to the courses we run, affecting both the number of students we are allowed to enrol and our group sizes.

## 3. Deadlines for payment of the East 15 Course deposit

You should ensure that the East 15 Course deposit payment is paid as soon as possible, and in any event no later than the deadline date stated in the formal offer letter on your [MyEssex portal](#). Please be aware that it is your responsibility to ensure that the East 15 Course deposit payment is made by the deadline, and to contact East 15 Acting School at [e15adms@essex.ac.uk](mailto:e15adms@essex.ac.uk) if you have any queries regarding the deadline or payment.

Payment can be made online, using a credit or debit card or via GlobalPay for Students (bank transfers and international online payment service) in accordance with the [University's payment options](#).

## 4. Failure to pay the East 15 Course deposit

If you fail to pay the East 15 Course deposit by the stated deadline you will have your course offer withdrawn unless an alternative agreement has been agreed in advance by the Director of East 15 Acting School (see paragraph 1).

## 5. Refunding the East 15 Course deposit

### 5.1 When the deposit will be refunded

The East 15 Acting School deposit will be refunded in full in the following circumstances:

You register and fully attend East 15 Acting School for at least the first six weeks of the course. Attendance requirements for courses at East 15 can be found in [the East 15 Professional Code of Conduct](#) (.pdf).

You can demonstrate that you have enrolled/registered onto an equivalent course for the same year of entry, at another [Federation of Drama Schools](#) institution. This rule only applies to applicants offered places on BA Acting or BA Stage Production and Management. This rule does not apply to applicants offered places on BA Acting (International) or any of our other degrees at undergraduate or postgraduate level. A copy of the Federation of Drama Schools Agreement is available on our [terms and conditions](#) webpages.

Where you exercise any legal right you have to change your mind and cancel your contract with us within 14 days from the day on which you pay your course deposit (this being the day on which your contract with the University of Essex will be formed). Please see the University's Student Terms and Conditions for more information about the 14-day right to cancel. The Student Terms and Conditions document can be found: on our website, on the myEssex applicant portal, and attached to your offer email.

In all other circumstances, no refund will normally be provided, unless there are unanticipated or exceptional circumstances outside of your control which prevent you from enrolling and/or attending your course (in which case the University will consider the circumstances and may, acting reasonably, exercise its discretion to make a full or part refund).

## **5.2 How East 15 Course deposits will be refunded**

Assuming you will be continuing as a student at East 15, the refund of the course deposit will usually 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) and do not owe any fees to the University of Essex (e.g., accommodation fees) – the refund will be paid back to the card from which 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 the tuition fee total.

Self-funding students 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 from which the original payment was made.

Additional methods for refunds are also available; further information on the process will be sent to applicants before the start of their first term of study.

Refunds are usually made at the end of the November or beginning of the December of the first term of study.

## **5.3 Decisions on refund of East 15 Course deposits**

Initial decisions on refunds of course deposits will be made by the East 15 Acting School, and if the request falls under one of the clauses listed in 5.1 above, the course deposit will be refunded. If the request is more complex or borderline it will be escalated to the Director of East 15 Acting School, or nominee. This will not impact on any legal rights you may have, and you are entitled to seek independent legal advice if you are not satisfied with any decision that is made by us.

## **5.4 Appealing against a decision relating to an East 15 Course deposits**

Applicants wishing to contest the retention of their course deposit, or to complain about any part of the course deposit process, may do so via the [Complaints Policy for Applicants](#) (.pdf). Please note that the course deposit cannot be refunded on the basis of negative feedback or dissatisfaction.

## **6. Refunding East 15 tuition fees**

For information relating to the refund policy applying to East 15 Acting School tuition fees (which are separate to the East 15 Course Deposit), please see our [Tuition Fee Payment and Liability Policy](#) (.pdf)

## **7. Deferral of place at East 15 Acting School to a later intake**

All requests to defer are at the discretion of East 15 Acting School and are not guaranteed.

If a deferral request is agreed:

- it will be for the stated course only and cannot be transferred to an alternative course
- you must still meet the conditions of your offer
- you must be able to meet any future requirements for immigration sponsorship
- you must confirm by email to [e15adms@essex.ac.uk](mailto:e15adms@essex.ac.uk) by 1<sup>st</sup> June in the year you are due to begin your studies that you are intending to start your studies that year
- you must respond to any communications from the University of Essex

If you do not meet these conditions and requirements, University of Essex and East 15 Acting School reserves the right to withdraw an offer of a deferred place.

### **7.1 Deferring entry and the East 15 Course Deposit**

- If a deferral request is refused and you choose not attend East 15 Acting School, the course deposit will not be refunded.
- If the course deposit has already been paid, this will be carried over and automatically be applied to the following entry point.

### **7.2 Deferring entry and changing course**

- If you defer and want to change your course, you will need to withdraw and re-apply with no guarantee of an alternative offer being made.

- In these circumstances, the East 15 Course deposit will not be refunded or transferred to an alternative course.

## Document Control Panel

Field	Description
<b>Title</b>	East 15 Acting School Course Deposit Terms and Conditions October 2025 entry
<b>Policy Classification</b>	Policy
<b>Security Classification</b>	Open
<b>Security Rationale</b>	N/A
<b>Policy Manager Role</b>	Director of Admissions
<b>Nominated Contact</b>	admsnr@essex.ac.uk
<b>Responsible UoE Section</b>	Admissions, Communications & External Relations
<b>Approval Body</b>	Fees Group, University Steering Group
<b>Signed Off Date</b>	November 2024
<b>Publication Status</b>	Published
<b>Published Date</b>	6 December 2024
<b>Last Review Date</b>	November 2024
<b>Minimum Review Frequency</b>	Annually
<b>Review Date</b>	May 2025
<b>UoE Identifier</b>	0205

If you require this document in an alternative format, such as braille, please contact the nominated contact at [admsnteam@essex.ac.uk](mailto:admsnteam@essex.ac.uk).