



TERMS AND CONDITIONS

The following terms and conditions apply to The Oxford School of Drama, which provides courses and auditions to students. Each person attending the courses and auditions shall for the benefit of these terms be referred to hereinafter as “Student” . The Oxford School of Drama Trust shall for the benefit of these terms be referred to hereafter as together “the School”.

Audition Fees

Audition fees are given on the application form. An application for audition will only be deemed to have been accepted if accompanied by payment of the required audition fee. Receipt of the application and any audition fee paid at the time of application will be confirmed in writing. All audition fees are non-refundable.

Course Dates and Fees

Course dates are given in the letter of acceptance and course fees are given in the fee invoice for each course. A place on a course will only be deemed to be accepted if accompanied by payment of a deposit. Receipt of the deposit will be confirmed in writing and acceptance of any Student is not confirmed until that letter has been issued.

Students will not be permitted to commence any course or part thereof unless all course fees due as shown in the fee invoice are paid. Fees for the Three Year, One Year and Foundation courses are to be paid termly being one month in advance of the term commencement date as per the schedule given at the start of the course.

Course fees are reviewed annually at the School’s discretion.

All deposits payable in respect of courses are also non-returnable until the successful completion of the course (save in the event that a course is cancelled by the School whereby the deposit will be returned as soon as reasonably possible). Repayments of deposits will take place within 6 weeks of the successful completion of the course. Please note any charges incurred by the School will be charged to the Student including late payment charges and any other charges, in particular items found missing from the library will be charged equally between all Students and such sum automatically deducted from the deposit before repayment.

Course fees do not include the provision of scripts, play texts, clothing for classes, personal DVDs, CDs or any other material.



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Students are expected to attend the School during all normal class hours which are from 11.00am to 5.45pm on Monday and 9.15am to 5.45pm from Tuesday to Friday inclusive. Students must be prepared to attend classes at weekends and in the evenings as and when required. Such times are subject to change where necessary. Any student unable to attend any classes must inform the office between 8.30am and 9.15am. A doctor's certificate is required for all absences of 5 days or more. Punctuality is considered essential and poor attendance can result in a student being excluded from any course.

Students may not take part in any extra-curricular activities other than their selected course during the period of the course including holidays. Students may not take part in amateur or professional activities, sports or theatrical engagements, auditions or other training courses, give interviews to the press, radio or television, nor at any time prior to the completion of the course, sign any agreement or otherwise come to an understanding with regard to professional services, with any artists agents, without the express written consent of the School's Principal, such consent to only be provided if it is deemed to be for the benefit of their course or in the best interest of the Student.

The School reserves the right to make changes to the timetable, course content and to tutors and alter, omit or substitute any parts or part as described in any prospectus or other promotional material.

Cancellation

Where a Student is attending any course the contract can be terminated no later than 1 complete term's notice. Any course fees, audition fees or deposits paid will be not be refunded. Termination will only be accepted when received by the School's Principal in writing.

Limitation of Liability

The School shall accept no liability for any loss or damage for any matter at any times including any auditions or other activities whether organised by the School or otherwise save to the extent that such injury shall be caused by the negligence of the School.

The School shall accept no liability for any failure or delay in performance of any of its obligations and shall not be liable for the return of any fees or make any compensation where the inability to perform has arisen from or is attributable to acts, events or omissions beyond its reasonable control, including but not limited to fire, flood, weather, accidental damage, structural or failure of utility service.



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The School can assist students in locating accommodation but accepts no liability in respect of such accommodation for the suitability, security, Criminal Records Bureau checks or otherwise.

It shall be the responsibility of all students to maintain adequate personal insurance against their personal belongings at all times. Damage or loss to the School's property or property hired by the School will remain the responsibility of the Student and must be paid for by the Student or Students responsible.

The School does not warrant that any Student will have any particular skill or expertise at the end of any course, and in particular accepts no liability and does not warrant that any Student will secure employment, whether full-time, part-time or otherwise.

Photography and Recorded Material

The School reserves the right to use professional photos taken of any students past or present in classes and in productions on publicity materials relating to the School and its work.

All recorded material shall remain the property of the School at all times. The copyright in the material is owned by the School. Unauthorised use of the material including reproduction, storage, modification, distribution or publication without the prior written consent of the School or, where applicable, the respective copyright owner(s) is prohibited. Documents (including information, images, photos, logos, names and icons) without the prior written permission of the copyright holders may not be downloaded, altered or adapted for any purpose except for personal, non-commercial use. Should the School receive any complaint with regard to third party material, it will review the matter and remove material at its sole discretion. The School will have no further liability to either party in such instance.

Auditions, rehearsals, classes and performances or any other material may not be recorded or broadcast by any Student without the written permission of the School.

Discipline

The School may from time to time introduce regulations for the better running of the School and all students shall be expected to adhere strictly to all such regulations. The School operates a system to ensure there is good discipline at all times. If a Student is found to be disruptive or the School considers that a student is in breach of any of these terms and conditions or general regulations issued from time from time by the School, the



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School reserves the right to immediately exclude the Student from any course at any time. In the event the School considers that a Student's attendance is unsatisfactory or progress inadequate then the School reserves the right to exclude any Students from any course at its discretion. In this event, no course fees or deposits are refundable and the School reserves the further right to seek payment of any balance of fees due in respect of the course for any remaining terms such sums will become immediately payable by the Student to the School.

Security and Student Protection

Students participate at their own risk and are obliged to inform the School and its staff of any existing injuries or medical condition. If any Student develops a medical condition during a course, details should immediately be notified to the School. If the health of any Student is deemed by the school to be a cause for concern, then the Student must undergo a medical check by the School's doctor at their own expense to ascertain their fitness to continue the course. In the event that the health of any Student is or becomes such that the Student is unable to complete the course satisfactorily then the School reserves the right to require the Student to leave.

Students are obliged to take care of their own belongings. The School can accept no liability for lost or damaged belongings. The liability of the School and that of its staff is restricted to class time only and then only to gross negligence.

International Students

The School does not hold a Tier 4 Sponsor Licence and is therefore unable to accept international students on any of its courses, unless they have UK residency with indefinite leave to remain.

As a result of the UK's withdrawal from the European Union, and the implementation of new immigration rules from January 2021, EU/EEA/Swiss applicants will be eligible to apply for the Six Month Foundation Course, but not eligible to apply for the One and Three Year Courses, unless they have settled status in the UK.

Privacy Policy

This privacy policy sets out how the Oxford School of Drama uses and protects any information that you give the School when you apply for an audition or if you are a student or graduate. The Oxford School of Drama is committed to ensuring that your privacy is protected.



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The Data Protection Act 1998 (DPA) regulates the processing of personal data. Personal data is any information relating to a living individual, and 'processing' is any activity carried out involving personal data, including holding and storing it. On 25th May 2018 the DPA was superseded in the UK by the General Data Protection Regulation (GDPR), which provides individuals with enhanced rights, and imposes increased responsibilities on organisations processing personal data. This policy applies under both the DPA and GDPR.

The School holds the personal and special category data of its applicants, students and graduates in order to implement and manage all of the processes relating to potential students, students and graduates, including admission application, teaching, assessment, funding obligations and any student support services. The data is collected and processed by the School as it is necessary for the performance of its contract and/or legal obligations with accrediting and funding organisations, for example the Education and Skills Funding Agency. Any processing will be proportionate and relate to the provision of services by the School. When this data is used for monitoring and reporting purposes it will be anonymised if possible. All personal data on audition applicants who are not offered a place will be deleted at the end of the academic year for which the application was made.

Online payments

Your Right to Cancel Consumer Contracts (Information Cancellation and Additional Charges) Regulations 2013

The fee you will pay if you accept our terms and conditions and submit your application covers the cost of processing your application and arranging your audition. This process starts when we receive notification of payment from our payments processing provider, WorldPay.

We typically receive notification within 30 seconds of you completing your payment. For you, this means you **have no right to cancel under the Consumer Contracts (Information Cancellation and Additional Charges) Regulations 2013.**

Please consider this carefully before you make your payment. You will not receive a refund of your fee if you change your mind.