

Please complete all sections of this application form in CAPITALS to ensure legibility. All information given will be treated in the strictest confidence and will be used for Sharpe Academy administrative purposes only. In addition to your completed application form we also require the following:

- **HEAD & SHOULDERS PHOTOGRAPH** (10" x 8" in size). Please ensure your hair is down and away from your face. No make up please. Please write your name clearly on the reverse of your photograph.
- **LETTER OF RECOMMENDATION**, ideally from a Musical Theatre Teacher, Performer, Director, Choreographer or Musical Director. If you don't know any Musical Theatre professionals please ask your school Drama, Dance or Music Teacher.

Please return your completed application form, photograph and letter of recommendation to:

**Sharpe Academy, Watersmeet, High Street, Rickmansworth, WD3 1EH**

Sharpe Academy is committed to equal opportunities and does not discriminate against applicants on the grounds of Gender, Ethnicity, Sexuality, Disability or Religion. Applicants are assessed on their ability to participate in all aspects of this Diploma course.

Upon receipt of your application we will contact you by email – please add [Info@SharpeAcademy.co.uk](mailto:Info@SharpeAcademy.co.uk) to your contacts. We recommend that you regularly check your email Inbox and Junk/Spam folder to ensure you don't miss any communication from us.

## APPLICANT'S DETAILS

Title: <i>(please circle)</i>		First Name(s):	Surname:
<input type="text"/>		<input type="text"/>	<input type="text"/>
Mr / Mrs / Miss / Ms / Other:			
Date of Birth <i>(dd/mm/yyyy)</i>	Height:	Weight:	Gender: <i>(please circle)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
/	m cm	kg g	Male / Female / Other:
Nationality:	Ethnic Origin:	Country of Residence:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address:			
<input type="text"/>			
<input type="text"/>			
Town:	County/City:	Postcode:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone Number:	Mobile Phone Number:	National Insurance Number: <i>(age 16+)</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address:			
<input type="text"/>			
How did you hear about this Diploma Course? <i>(please tick one)</i>			
<input type="checkbox"/> Dancing Times	<input type="checkbox"/> The Stage	<input type="checkbox"/> Facebook/Instagram Advertisement	<input type="checkbox"/> Local Magazine Advertisement
<input type="checkbox"/> Internet Search	<input type="checkbox"/> Recommendation	<input type="checkbox"/> Other <i>(please give details)</i>	
<input type="text"/>			

## NEXT OF KIN

Title: <i>(please circle)</i>		First Name:	Surname:
<input type="text"/>		<input type="text"/>	<input type="text"/>
Mr / Mrs / Miss / Ms / Other:			
Address: <i>(if different to Applicant's address)</i>			
<input type="text"/>			
<input type="text"/>			
Town:	County/City:	Postcode:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Emergency Phone Number:	Email Address:		
<input type="text"/>	<input type="text"/>		
Relation to Applicant: <i>(please circle)</i>	Next of Kin's Occupation:		
<input type="text"/>	<input type="text"/>		
Father / Mother / Other:			

**EDUCATION AND PERFORMING ARTS EXPERIENCE**

**ACADEMIC SCHOOL** (This should be the school at which you gained your academic qualifications, e.g. GCSEs)

School Name:

Years Attended: (e.g. 2010-2018)

\_\_\_\_\_

School Contact Email Address:

School Contact Phone Number:

\_\_\_\_\_

**Academic Qualifications:** (GCSEs, A-levels, etc.) (Please include any examinations scheduled for this academic year but not yet taken, with predicted grades if known)

Qualification	Subject	Grade	Year	Qualification	Subject	Grade	Year
e.g: GCSE	Drama	A / 7	2016				
e.g: A-level	Musical Theatre	A*	2018				

**DANCE or PERFORMING ARTS SCHOOL** (This should be the school you currently attend, or most recently attended)

School Name:

Years Attended: (e.g. 2010-2018)

\_\_\_\_\_

School Contact Email Address:

School Contact Phone Number:

\_\_\_\_\_

**Performing Arts Qualifications:** (Please include any relevant qualifications not listed, e.g. Musical Instruments, including any exams scheduled for this academic year but not yet taken)

Subject	Examination Board	Highest Grade	Years Studied	Subject or Instrument	Examination Board	Highest Grade	Years Studied
Example	ISTD	Advanced 1	8	Acrobatics			
Acting				Irish			
Singing							
Ballet							
Tap							
Modern							

Additional Performing Arts Experience:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why have you chosen to audition at Sharpe Academy?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What are your professional career goals?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## HEALTH AND DISABILITIES

Performing Arts training is physically and mentally demanding. All successful auditionees will be required to provide a written medical letter from their GP prior to registration onto this Diploma course stating that they are fit and able to undertake this Performing Arts training.

We encourage applicants to disclose any disability, impairment or condition so that we can endeavour to aid your audition process.

Please tick all boxes that apply to you:

- |  |  |
|--|--|
| <input type="checkbox"/> No known Disability or Impairment     | <input type="checkbox"/> Learning Difficulties |
| <input type="checkbox"/> Partially Sighted or Sight Impairment | <input type="checkbox"/> Mobility Difficulties |
| <input type="checkbox"/> Deaf or Hearing Impairment            | <input type="checkbox"/> Diabetes              |
| <input type="checkbox"/> Mental Health Difficulties            | <input type="checkbox"/> Epilepsy              |
| <input type="checkbox"/> Anorexia                              | <input type="checkbox"/> Asthma                |
| <input type="checkbox"/> Bulimia                               | <input type="checkbox"/> Dyslexia              |
| <input type="checkbox"/> Other Eating Disorder                 | <input type="checkbox"/> Dyspraxia             |

Please give details of any disabilities or impairments not listed:

---

---

---

## FEES AND FUNDING

The course fee is **£3,600 (inclusive of VAT)** per term and includes your training, usually split into 30 hours per week/10 weeks per term. There are 3 terms in an academic year, commencing in September, January and April. Fees can be paid annually or termly, or a monthly payment plan can be arranged for you. Fees are due before the first day of term unless you have arranged a monthly payment option. Monthly payments commence in the August before the start of the Academic year.

Sharpe Academy has a Scholarship and Bursary programme. Our aim is to offer these to up to 50% of students on each course. All students will be considered for available Scholarships which are offered at the discretion of the Principal. For our September 2019 Intake we have the following available:

**Principal's Full Scholarship** – Each year the Principal will award ONE full tuition scholarship. Please note the scholarship holder will be expected to pay for any additional costs (registration fees, deposits, course materials, accommodation, etc.).

**Patron's Full Scholarship** – Our Patron will select ONE student to receive a full tuition scholarship. Please note the scholarship holder will be expected to pay for any additional costs (registration fees, deposits, course materials, accommodation, etc.).

**Sharpe Academy Bursary** – Up to £3,000.00 per annum discount on fees – This means tested and financial records of the student and both parents will be required, should you be offered a place on the course but do not have the funds to pay.

**Triple Threat Scholarship** – Up to £3,000.00 per annum discount on fees

**Acting Scholarship** – Up to £1,000.00 per annum discount on fees

**Dance Scholarship** – Up to £1,000.00 per annum discount on fees

**Singing Scholarship** – Up to £1,000.00 per annum discount on fees

Please give details of how you will fund this course:

---

---

Would you like to be considered for the Sharpe Academy Bursary? (please tick one)

- Yes, I would like to be considered for the means tested Bursary.
- No, I am able to fully fund this Diploma course.

## DECLARATION (to be signed by the Applicant, AND by Next of Kin if Applicant is aged under 18)

I confirm that all information given on this application form is correct to the best of my knowledge. I understand that if I am offered a place on this Diploma course, a non-refundable Registration Fee of **£125** will be due **no later than 14 days** from the date of the offer, and a non-refundable Course Deposit of **£500** will also be due.

Signature of Applicant:

Date:

Signature: of Next of Kin (if Applicant is aged under 18)

Date:

## SHARPE ACADEMY TERMS & CONDITIONS – 3 YEAR DIPLOMA IN PROFESSIONAL MUSICAL THEATRE (2019 Enrolment)

1. These Terms & Conditions apply to auditions and classes provided by Sharpe Academy of Theatre Arts Limited (“the Academy”) to students auditioning for, and enrolling on, this 3 Year Diploma in Professional Musical Theatre (“the Course”).
2. Application by a student to audition for the course constitutes acceptance of these Terms & Conditions by such student and, as applicable, by such student’s parent or guardian.
3. The duration of the course commences from the student’s acceptance of a place on the course and concludes after the student graduates, having attended the full 3 years of training.
4. All students must follow the Academy’s Code of Conduct (shown on Page 5) for the duration of the course.
5. The Academy accepts no responsibility for any accidents or injuries which arise from students failing to follow these Terms & Conditions or the Academy’s Code of Conduct. It is understood that in an emergency basic first aid may be administered by a trained member of the Academy team. Due to the nature of Performing Arts, Academy staff may need to make physical contact with students to correct stance and movement in classes.
6. The Academy accepts no responsibility or liability for students’ personal belongings at any time.
7. The Academy reserves the right at any time to suspend a student who is in breach of our Code of Conduct and, in serious cases, permanently remove them from the Academy. Students will always have the right to appeal any such decisions.
8. If, following a successful audition, a student is offered a place on the course, a registration fee of £125 will be payable by the student. Once this registration fee has been paid there will be a 14 day cooling off period during which time the student may withdraw their acceptance and a full refund of the registration fee will be given. Once this cooling off period has passed, the student will be registered on the course, the registration fee becomes non-refundable and a £500 course deposit will be due. This course deposit is non-refundable if the student fails to complete the full 3 years. The course deposit will be refunded in the form of a credit towards the final term in the student’s third year of study.
9. Fees can be paid annually, termly or a monthly payment plan can be arranged for you. Fees are due before the first day of term unless you have arranged a monthly payment option. Monthly payments start in the August before the start of the Academic year.
10. Fees are subject to annual review. You will be notified, in advance and in writing, of any increase in fees for the following academic year. Any annual increase in fees will not be greater than 5%.
11. One full term’s notice must be given in writing to inform the Academy of the student’s intention to leave the course. This notice must be received and acknowledged before the first day of term to leave at the end of that term. If notice to leave is received on or after the first day of term, the full fees for that term and the following term will be payable.
12. No refunds will be given for any classes or tuition days missed by students for any reason.
13. Students enrolled on the course must not audition for any other Performing Arts course or participate in any Performing Arts or Dance-related classes, productions, competitions or events for the duration of the course without the prior written consent from Sharpe Academy management. If students are found to be in breach of this condition, Sharpe Academy reserves the right to withdraw any awarded Bursaries or Scholarships.
14. Sharpe Academy reserves the right to terminate a student’s place on the course, or withdraw any awarded Bursaries or Scholarships, if fees are not received before the first day of term, except in circumstances where a written payment plan has been agreed in advance by the student and the Academy. In the event of a student’s place being terminated due to payment arrears, Sharpe Academy will continue to pursue any outstanding fees due for that term.
15. You hereby grant permission for the Academy to use any photographs, videos and audio recordings taken in or around auditions, classes and productions in perpetuity for the purposes of publicity in all media now known and hereinafter devised throughout the world. Copyright for all such photographs, videos and audio recordings remain the property of the Academy and may not be used without prior written permission from Sharpe Academy management.
16. You agree not to make copies or reproductions of any materials or scripts we lend or give to the students. All such materials remain the property of the Academy.
17. Except in respect of injury or death of any person (for which no limit applies) the liability of the Academy in contract, tort, negligence, pre-contract or other representations or otherwise arising out of or in connection with these Terms & Conditions or the performance or observance of its obligations under these Terms & Conditions shall be limited to a refund of the Fee or relevant portion thereof.
18. The Academy shall not be liable for any failure or delay in fulfilling its obligations under these Terms & Conditions which is beyond its reasonable control.
19. The Academy reserves the right to use your contact information to send you details of future events. The Academy will never share your information with any third parties for any reason unless required to do so by law. All contact information is treated in the strictest confidence and in strict compliance with the latest Data Protection legislation.
20. These Terms & Conditions may be updated at any time. You will be notified in writing by the Academy of any changes to these Terms & Conditions. The most up-to-date Terms & Conditions can be found on the Website.
21. Any waiver of any provision of these Terms & Conditions will be effective only if in writing and signed by the Academy. If any clause in these Terms & Conditions is found to be unenforceable, wherever possible this will not affect any other clause and each will remain in full force and effect.
22. A person who is not a party to these Terms & Conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to rely upon or enforce any term of these Terms & Conditions.
23. These Terms & Conditions shall be governed by the laws of England and Wales and in the event of any dispute you agree to submit to the exclusive jurisdiction of the English courts.

I have read and agree to the Terms & Conditions shown above. I understand that these Terms & Conditions are enforceable by law.

Signature of Applicant:

Date:

Signature of Next of Kin or person responsible for paying the course fees:

Date:

## SHARPE ACADEMY CODE OF CONDUCT – 3 YEAR DIPLOMA IN PROFESSIONAL MUSICAL THEATRE (2019 Enrolment)

1. All students must follow our Code of Conduct. Should you have a complaint or a concern we do have a separate policy. Our complaints procedure can be found on our website.
2. Good manners and respect must be shown towards others at all times.
3. All Sharpe Academy equipment and premises must be treated with extreme care.
4. Bullying (physical or verbal) will NOT be tolerated in or outside of class times (please see the Sharpe Academy Bullying Policy).
5. Sharpe Academy uniform must be worn to all classes.
6. No jewellery/watches may be worn to classes.
7. Alcohol and drugs (unless prescribed by a doctor) are strictly prohibited.
8. Mobile phones must be switched off at all times.
9. Students must arrive promptly for their classes. Students who are more than 10 minutes late for their class will be excluded from that class and must report to the Principal.
10. If students are absent due to illness the Academy must be notified no later than 8am on the day in question. Students may still be required to attend the day's classes.
11. Due to the nature of Performing Arts, Academy staff may need to make physical contact with students to correct stance and movement in classes. No other physical contact is appropriate.
12. Appropriate methods of communication are:
  - a) **Direct Message** to the official Sharpe Academy Facebook page. This will be answered by one of our Senior Management team;
  - b) **Email or Phone** using the Sharpe Academy contact details shown on our Website;
  - c) **Text Message** to the Sharpe Academy mobile – 07500 569024. This will be answered by one of our Senior Management team. This number is used solely for Academy business purposes;
  - d) **Speaking to a member of staff** before or after classes. Please see our Confidentiality Policy on our Website for more details on what information is passed to parents, teachers or social workers.
13. It is the responsibility of all students to inform a member of the Sharpe Academy team should they witness any other students breaking this Code of Conduct.
14. Parents/Guardians are not permitted to watch Sharpe Academy classes or rehearsals without prior written permission; this will only be granted in special circumstances, e.g. for medical reasons.
15. Parents/Guardians are not permitted to take any photographs or videos of any Sharpe Academy students in auditions, classes or productions.
16. Should Students/Parents/Guardians wish to discuss their own or their child's progress, Academy classes or any worries they may have, they should contact Daniel Sharpe by:
  - a) **E-mail** – Daniel@SharpeAcademy.co.uk;
  - b) **Letter** – Sharpe Academy, Watersmeet, High Street, Rickmansworth, WD3 1EH;
  - c) **Phone** – 01923 354875. Daniel will respond to messages as soon as possible, but this may take up to 14 days.