

**L O N D O N
*T H E A T R E
P R O G R A M***

O F

**SARAH LAWRENCE COLLEGE
AND THE
BRITISH AMERICAN DRAMA
ACADEMY**

**HANDBOOK
SPRING 2020**

INTRODUCTION

Congratulations! The BADA staff and I look forward to working with you in the coming year.

By now you are probably happily excited and happily confused about what to do (and when to do it) in order to end up in the right place at the right time. This handbook has been designed to help you begin preparations for your time in London. Be sure to bring it with you!

Hopefully this will answer any immediate questions you may have. However, if it does not, please don't hesitate to contact us.

<p>Prema Samuel, Associate Dean Office of Global Education Sarah Lawrence College 1 Mead Way Bronxville, NY 10708-5999 914-395-2305 Email: psamuel@sarahlawrence.edu</p>	<p>Christina Ibironke Programs & Recruitment Manager British American Drama Academy 14 Gloucester Gate London NW1 4HG 011-44-207-487-0735 Email: cibironke@bada.org.uk</p>
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**BRITISH AMERICAN DRAMA ACADEMY
14 Gloucester Gate
Regents Park
London NW1 4HG, England
011-44-207-487-0730**

Students arrive	Friday, January 10, 2020
Orientation day	Sunday, January 12, 2020
First day of term	Monday, January 13, 2020
Mid-term break	March 9 – 13, 2020
End-of-semester productions	April 14, 15, 16, 2020
End of term/farewell party	Friday, April 17, 2020

**STUDENTS ARE EXPECTED TO ARRIVE IN LONDON ON THE FRIDAY
STIPULATED AND CANNOT DEPART PRIOR TO THE END OF THE TERM**

(Please note that these dates may be subject to change)

Entry Requirements for Studying in the UK

PLEASE NOTE: UK Immigration requirements for entering the United Kingdom to study changed in 2009. Please consult this document to ensure that you have the correct documentation to be granted leave to study in the United Kingdom.

The United Kingdom Visas and Immigration (UKVI) has recently introduced a new system of entry to the UK and BADA must comply with the legal requirements set out by the UKVI. It is therefore **IMPORTANT** that you read and fully understand this document to ensure your smooth entry into the UK.

All students must show proof of a round trip ticket to enter the UK.

If you are an American citizen of the United States, you will **not** need to apply for a special visa to study in the UK. You will be entering on what is referred to as a 'Student Visitor Visa or Pass/ Short term Study Visa' You may remain in the UK for only one semester of study.

It is mandatory that you have **at least 6 months remaining** on your passport from the **end date** of your period of study. *(Your period of study ends on **Saturday April 18th 2020**, therefore your passport **NEEDS** to be valid until **October 18th 2020** at the very minimum, anything earlier than this date and you will need to renew your passport before coming on the program).*

Please be sure to take on the plane with you all the documents given to you by Sarah Lawrence College and BADA. It is especially important that you have your BADA entry letter, which contains the information required by the UKVI that states that BADA is a recognised educational establishment.

Students studying for **one semester** on the London Theatre Program who are **not US citizens** may have to apply for a **Tier 4 Student visa**. The International Programs Office at Sarah Lawrence College will help you through this process. Please be in touch with them immediately so they can determine whether a Tier 4 visa is necessary. They will help prepare you with all the necessary paperwork for your Tier 4 student visa.

PLEASE NOTE:

It is best to fly directly to London. If your flight requires you to stop and clear immigration in a city **outside** of the UK (Dublin, Paris, Rome, etc) you **MUST** remember to inform the immigration official when you arrive in the UK that you are entering as a student.

You **must** identify yourself as a student studying in the UK and obtain a UK Student Visitor stamp. Immigration officials outside the UK may stamp your passport for entry into Europe but they **cannot certify you as a student** in the UK. You **must** receive a UK Student Visitor stamp in your passport before leaving Immigration and Customs Control at the airport in *the UK*. Do not hesitate to ask the immigration officer if you are unsure of what to do. **DO NOT USE THE EPASSPORT GATES** on arrival to an airport in the U.K. It is your responsibility to ensure you see an immigration officer and receive the correct 'short term student' stamp in your passport.

PREPARATION

Because there is little space in the BADA office to hold your belongings, we ask that you not ship any items in advance of your arrival date, which is **Friday, January 10th**.

WHAT TO PACK

The weather in England is cold and damp during the late fall, winter and early spring; a snowfall is unusual, but it can occur. Program veterans suggest packing warm sweaters and some rain-clothes.

Students normally report they didn't realize how much casual 'sporty' clothes they needed for this program, please pack ample casual gym wear, leggings, sneakers etc. You will need to be in casual movement type clothes for most of your classes. You should bring loose clothing, gym leggings (not skirts, however) for your movement classes, and wear thick socks when you take that class. For High Comedy classes, women will need a long skirt and a pair of dress shoes (with heels). Men should also pack a pair of dress shoes (with a hard sole). BADA has a storeroom onsite with plenty of skirts and shoes that can be borrowed by students for classes and rehearsals if needed.

Overall, pack as lightly as possible, jeans and casual clothes are also the norm, though you should bring one nice outfit for the occasional social event. Clothing costs significantly more in Britain than here, but some affordable options in London include stores like Primark, New Look and H&M.

Do not bring electrical appliances if you can possibly avoid it. Converters are costly and may damage your equipment. Plan instead to buy a hairdryer, alarm clock etc., when you get to London.

There are computer facilities and wireless connection at BADA. You may bring your laptop but please note individual's laptops are not covered by BADA's insurance, so you must organize insurance of your own.

Do not bring any valuables, or any items that are not insured or replaceable.

TRAVEL AND ARRIVAL

Please carry with you on the plane all the official documents from Sarah Lawrence and BADA that will be sent to you. Please also carry details of your return flight, proof of intention to return to your home country (in the form of a letter from your parents, school or employment) and proof of your ability to fund your living expenses while you are in the UK. This can be a bank statement, or a statement from your parents or university confirming their intention to fund your living costs.

On your arrival in London, BADA will need to make a copy of your passport, passport stamp and return flight details and take an up-to-date e-mail address. This is a requirement of the UKVI. Please ensure you have these documents with you when you arrive at BADA.

All students are responsible for their own flight arrangements. STA Travel is a student travel service, which can often find affordable fares to which many travel agencies don't seem to have access. Students are encouraged to visit the STA Travel website before booking your flights as you could save a considerable amount of money. Information on flights as well as the ISIC (International Student Identity Card), can be found at www.statravel.com. They can also be reached at 1-800-781-4040. Another student travel site is www.studentuniverse.com (1-800-272-9676). Using the student travel sites, we have mentioned include the added benefit of usually allowing you to change your return dates with little or no penalty. However, you should always check before booking as to any possible penalties for changing your ticket.

You must arrive in London on Friday January 10th between the hours of 9 am – 4 pm. Students should go straight to the accommodation (The Stay Club), where you will be met by Programs & Recruitment Manager, Christina Ibironke and Administrative Manager, Auguste Silvanaviciute

**The Stay Club,
65-69 Holmes Road,
Kentish Town
NW5 3AN**

BADA Tel.: 0207-487-0730 (If dialing from the USA, add the prefix 011-44 and remove the first zero)

There are different ways to get to The Stay Club from the two airports serving London:

From Gatwick: Take the train to Victoria Station (approx. £18). From there, take a licensed taxi/uber etc; to 65-69 Holmes Road, NW5 3AN. (about £15)

From Heathrow: Take the Heathrow Express to Paddington Station (approx. £21) or Heathrow Connect, this takes longer but only costs around £7.50 From there, take a licensed taxi/uber etc; to 65-69 Holmes Road, NW5 3AN. (about £10-£15)

Please be aware that taking a taxi from the airport to The Stay Club can be expensive. Some students arriving around the same time or onboard the same flight will find that sharing a taxi between 3 or 4 can make it more affordable.

On arrival at BADA on January 10th, BADA's Dean, Eunice Roberts, Programs and Recruitment Manager, Christina Ibironke and Administrative Manager, Auguste Silvanaviciute will be there to welcome you. If you are unavoidably delayed, call the office during those hours, so BADA staff are kept up to date. BADA office number - 0207-487-0730 (If dialing from the USA, add the prefix 011-44 and remove the first zero)

Since you'll be arriving on a weekend, the banks will be closed; be sure to bring enough money in pounds sterling to get you started (see "Finances"). While some exchange bureaus are open Saturdays, you will not get a very favorable rate for your dollars.

TRAVEL ABROAD

Flights and trains for weekend travel should not be arranged to depart London before 9pm on Friday evenings without prior approval from the BADA office, as classes, and in the second half of the semester, rehearsals, are sometimes scheduled to last until 6pm on Fridays. Again, check with the BADA office before confirming any travel arrangements during this time.

St Pancras International (Eurostar Terminal) is half an hour's travel from BADA, while travel from BADA to Heathrow, Gatwick, City and Stansted airports requires at least an hour (longer for Luton Airport). This should be taken into account when making travel arrangements.

During the rehearsal period, on the weekend before production week, we ask that students remain in London, in order to ensure their availability for technical rehearsals in the theatre.

All students travelling abroad on weekends must ensure they return on Sunday nights. This is to avoid students missing classes due to travel delays or cancellations.

ORIENTATION

On arrival, each student receives an information folder from the Programs & Recruitment Manager.

Saturday is kept free to enable you to settle in to your accommodation and meet the other students. Sunday, January 12th, is an orientation day, starting with an Ice breaker activity then a 'Welcome to BADA' party at lunchtime and finishing with a series of introductory talks in the afternoon.

CURRICULUM

The program curriculum is on our website: <https://www.sarahlawrence.edu/bada/>. **A detailed description of each course can be found in the back of this Handbook.** Each student will have a one 1/2 hour tutorial every other week. All students take the following courses:

ONE SEMESTER (FALL OR SPRING)

Scene Study: Shakespeare

Scene Study: High Comedy

Scene Study: Modern Physical Theater

Performance Techniques: Voice
 Movement
 Stage Fighting

Acting in Performance (the end of term productions)

Dramatic Criticism

Theatre History

Due to their professional commitments we are unable to announce the members of the faculty before the commencement of the program. You should plan to be in class from about 9:00 am to 6:00 pm daily. However, the timetable does allow for a certain amount of free time. You are expected to attend each class meeting; since the work you will be doing is rigorous and intense, your presence in class is vital. All courses are graded, and for most courses you will receive a written evaluation of your work. There is no Pass/Fail option available.

Each term, eight trips to the theater are scheduled for all students; the productions will be discussed in your Dramatic Criticism class. The plays are chosen from the best shows currently being staged in London, and your tuition fee covers the cost of these tickets.

The end-of-term productions are the culmination of the semester. A professional director is chosen for each play. After eight weeks of class, students are placed in one of the productions. Its director then determines the exact casting for each play, and four and a half weeks of rehearsals begin, after a week's midterm break. **Each play is simply staged in a London theatre and performed once before an audience during the final week of the semester. Your family is welcome to visit you in London to see your performance that week!** Those family members visiting you in the final week are also invited to the "Farewell Party"; this is a special event where they can meet with Eunice Roberts, BADA's Dean and hear about the Academy's future. More details will be made available during the semester.

Please note students are required to attend all BADA's productions in the final week of the program.

In addition to the regular curriculum, several master classes will be arranged each term. These classes have afforded students rare opportunities to work with some of the finest performers and directors in England.

When we receive your grades and evaluations from BADA we will process your transcripts as speedily as possible. Feel free to call Sarah Lawrence College with any questions but remember that having written evaluations can add to the time it takes to finalize your transcript, and do not be concerned if you haven't heard from us prior to July 1.

For guest students, we mail an official transcript to your college (to the attention of the person you designated on your application), and a copy to you at your permanent address. There is no charge for these two transcripts.

EXCURSIONS

The Spring semester excursions will begin with a trip to *The National Theatre* to see a performance of *The Ocean at the End of the Lane* on Tuesday 14th January. As well as weekly visits to London Theatres, BADA has also arranged an all-day excursion on Saturday 15th February to The Royal Shakespeare Theatre in Stratford-upon-Avon to see *King John*. Further details of this compulsory visit will be available on arrival.

BADA PERSONNEL

Dean	Eunice Roberts
Managing Director	Tim Denham
Programs & Recruitment Manager	Christina Ibironke
Administrative Manager	Auguste Silvanaviciute
Administrative Assistant	Jimena Meza Mitcher
Caretaker	Marek Wojcik

BADA's HOUSING

London is a world center of international trade, finance and tourism. Because of this, housing is expensive, especially in areas that are convenient to the center of the city. BADA housing offers good value in a high-priced market. Be aware, as well, that if you rent your own flat, BADA will not be able to intercede on your behalf if you encounter problems with your landlord, the returning of your deposit, etc. Please also bear in mind London is a culturally diverse city, comprising of communities from around the world, and it may be you encounter attitudes and cultures different from your own during your time there.

BADA has recently moved its student accommodation premises and now provides furnished student housing at: The Stay Club, Kentish Town, 65-69 Holmes Road, NW5 3AN.

The Stay Club, Kentish Town has outstanding student facilities and offers a cafe, cinema, classrooms which can be used free of charge for rehearsals, a disco room, a private gym and spacious social areas all within the same building.

The Stay Club is located just minutes from the main Kentish Town High Street with a bus stop just around the corner with buses that take students straight to BADA's building and all the central London locations. It is also around 5 min walk to Kentish Town Northern Line underground station (subway) and Thameslink train station (which students can use to travel directly to Gatwick and Luton airports), it is also 10min walk to Kentish Town West Overground and a 30 min walk to BADA straight via the main street.

This central location means that the immediate area around the accommodation remains busy at all times. To ensure the safety and security of our students, the building has a concierge at the front door twenty-four hours a day and CCTV is in constant operation, not only at the entrance to the building but also in public areas on each floor.

Accommodation is twin ensuite studio rooms, single ensuite rooms are available only in specific circumstances. All suites include a sofa and desk space, as well as cooking facilities

Please note to ensure fairness when allocating accommodation, **BADA cannot consider requests for single rooms, exceptions are made under special circumstances.** However, we will consider and where possible meet other specific requests made on housing forms.





The halls of accommodation have wireless access for students who bring laptops, although BADA accepts no responsibility for ensuring computer access. Wi-Fi is available for student use.

The cost of this plan will be \$5,600 for the semester. This **amount is non-refundable**, as we must pay your landlord in full prior to your arrival in order to secure your housing. Sarah Lawrence is happy to discuss any concerns about housing issues, so don't hesitate to contact us.

You will not be able to move into your room until January 10, 2020. If you are planning to arrive in London a few days early, here are some suggestions:

Staying in London Before/After the Program

As you know, students studying on the London Theatre Programs will not be able to move into the student suites until the start date of the program. If you are planning to arrive before the start of, or remain after the end of, the program, we have listed a few suggestions for affordable accommodation.

Firstly, there are a large number of hostels in London, varying in cost and location. The following website collates the best offers, by location and price. Most are within a price range of £10-£30 a night.

<http://www.hostelbookers.com/hostels/england/london/>

Easyhotel, a chain in London (and elsewhere) offer small but clean and functional rooms from £35 per night. The further in advance you book the cheaper the rate. There are Easyhotels at Paddington station (near the student accommodation) and Old Street (a short underground ride from BADA's building), www.easyhotel.com.

Other hotels near the Landward (student accommodation) include Gloucester Place Hotel <http://www.gloucesterplacehotel.com/> and The Griffin House hotel <http://www.griffinhousehotel.co.uk/>. An internet search for "hotels near Marble Arch, London" should offer a large selection of similarly priced places near the student suites.

Hotel near Westburn Place, Marriott Hotel, Maida Vale <http://www.marriott.co.uk/>

Hotels near Camden (location of BADA) tend to be more expensive, but sometimes deals and offers are available at Holiday Inn Camden Lock, which is approximately a 15 minute walk from the BADA building. <http://www.holidayinn Camden.co.uk/>

Here are the links to other hotels in London:

Millennium Hotel London Mayfair – www.millenniumhotels.com – 020 7629 9400

Langham Hotel London – www.astorcourthotel.co.uk – 020 7636 4133

The Park Lane Hotel, London – www.starwoodhotels.com – 020 7499 6321

The Langham, London – www.langhamhotels.co.uk – 020 7636 1000

London Hilton on Park Lane Hotel – www.hilton.com 020 7493 8000

The Cavendish London – www.thecavendish-london.co.uk – 0870 701 4444

Montagu Place London Hotel – www.montagu-place.co.uk – 020 7467 2777

Holiday Inn Hotel London Mayfair – www.holiday-inn.co.uk – 0870 400 9110

Landmark London Spa – www.landmarkspa.com

The places mentioned are intended for your reference only; none are in any way affiliated with BADA, or offer special rates for its students.

SECURITY

The safety of all students while studying in London is paramount to both BADA and The Stay Club. Every effort is made to minimize risk to students and their belongings. However, BADA also expects students to act responsibly to ensure their own well-being - living in a capital city inevitably brings new risks that need to be taken very seriously to avoid incident.

Valuable belongings, such as passports, laptops, i-pods etc. should be kept under lock and key, not left out in public spaces around the accommodation

BADA strongly discourages students from keeping large amounts of cash in suites. Instead, spending money should be stored in a bank account accessible through an ATM (known in the UK as a "Cashpoint" or a "Hole In The Wall".) If for any reason students are unable to arrange this, cash should be stored in a safe at all times, either in your suite, or in BADA's safe, which is available for this purpose to all students. BADA is also happy to store any student property in its building, which is locked and alarmed whenever it is closed.

If for any reason you have suspicions or concerns about strangers, please notify a representative of BADA or The Stay Club immediately. This is especially important at the halls

of accommodation, as students from different universities and other visitors to the UK may be staying in other suites during your stay.

In this way BADA and The Stay Club intend to minimize any risk to our students and ensure your experience of studying in London is an entirely positive one.

MEALS

Students are responsible for providing their own meals on this program. There are several local eateries nearby where students like to go in small groups. If you will be cooking your own food, there are many markets and the produce is of good quality. The cost of living is higher in England than in America, so be prepared to pay more for groceries there than you would at home. **Overall, you will save a considerable amount of money if you prepare your own meals on a regular basis.**

FINANCES

1) **Cost of Living.** As I write to you, the current exchange rate is US\$1.10 to UK£1. The rate of exchange exacerbates the high cost of living for Americans in London. We estimate that you will need approximately £100 pounds per week to cover your living expenses: food, transportation, laundry, etc. You will almost certainly want to take additional trips to the theater; our tuition covers one visit per week as required for your course in Dramatic Criticism.

2) **Tuition.** A tuition bill will be sent to you through our Comptroller's Office. Please address any questions or concerns about this payment directly to the Comptroller's Office at (914) 395-2553. Different payment plans are available, so feel free to talk directly with the bursar about the various options. You may not pay your tuition directly to BADA.

3) **Housing Fees.** Sarah Lawrence will charge you for your suite, unless you choose to find housing on your own. As noted above, the housing fees are non-refundable.

4) **Housing Deposit.** Any damages you incur in suites will be assessed at the end of the term. Landlords of the suites determine the charges for students who live in suites. Please note that students are collectively responsible for ensuring the suites are left in a satisfactory state at the end of the program. You will be charged for any damages, as well as any unreturned or damaged Theatre History books.

Sarah Lawrence College and the British American Drama Academy are not responsible for setting damage charges.

5) **Books.** The cost of many books is included in your tuition, although you will need to budget for a few. Allow an additional 20 to 40 pounds in your budget for books and supplies.

6) **Money and Banking.** We recommend students maintain a bank account in the United States and withdraw money overseas with an ATM card. Check with your bank to see if their ATM network includes British banks. While ATM cards give the greatest convenience (and favorable exchange rates), a lost ATM card can pose delays in your ability to access your money.

Be sure to have a back-up system in the event of an emergency: traveler's checks, a credit card, or information on Western Union wire transfers can help. Please note: ATM's dispense cash in pounds, not dollars! **You should bring a credit card with you if possible,** but be aware that credit card transactions in the UK can only be processed by 'chip & pin' – you will need to memorize your card's PIN number in advance of your trip.

TELEPHONES

Mobile Phones (Cell Phones). While you are in the UK, you must have a UK telephone number if your American phone does not work overseas. You may purchase a mobile phone inexpensively in the U.K. **American phones do not work overseas unless you have a GSM phone.** If you plan to use a mobile (cell phone) while in England, please make sure you only get a "pay as you go" phone. If you live outside the UK and sign a 12-month contract for a phone, you are liable for that phone for the entire year, and failure to keep to the terms of the contract or paying the monthly installments will result in your being credit black-listed and may affect your re-entry into the UK in the future.

We do pass on your details to phone companies if you leave without paying your final bills.

Office Phones. Students **may not** use the BADA office phones unless in an emergency and after getting permission from a member of the BADA staff. In an emergency, you can usually be reached at the BADA office between the hours of 9:30 am – 5:00 pm British time at 011-44-207-487-0730.

HEALTH AND WELL BEING

When you travel to London for your studies, certain factors come into play that can make you susceptible to the flu and colds on arrival:

1. The flight itself can make you vulnerable physically beyond the tiredness of jet lag.
2. You will be landing in an environment that is damper than the U.S.
3. There are also the emotional challenges of a new culture, new city, teachers and fellow students.

All these pressures and variables could make you a prime candidate for the flu and colds as you readjust to your new environment.

We would like you to bear this in mind as you prepare for your journey, and request that prior to leaving the States, and for the first 3 weeks in London, you take particular care to minimize the chances of getting sick on arrival. We would like to suggest that during the week before you leave that you get plenty of rest, so that you are fully fit when embarking on the flight. Check with your doctor to see whether taking a course of vitamin C, and possibly Echinacea (a natural plant extract), would be a good idea to help boost your immune systems for this period. We would also like to encourage you to eat foods that are going to nourish and re-enforce the body, such as fruits, vegetables and proteins.

Prescription Medicines - We strongly advise students who use prescription medicines to seek their doctor's advice in advance of the start of the Program, and if necessary, request sufficient medicines for the entire time you are in England. Not all medicines available in the States are available in the UK; or you may find English doctors and pharmacists will not accept American

prescriptions, which would mean paying and waiting to have a new prescription produced for you in the UK. Please also bear in mind when travelling that prescription medicines should be carried with you in your hand luggage (with any necessary documentation) to avoid any delays or difficulties at Immigration and Customs.

Medical Insurance and Services - All students will be covered while abroad by a policy administered by GeoBlue International Health Insurance, unless your school has verified that you have comparable insurance. Information on GeoBlue is in your application portal. **Please note, however, that students still need to have their own medical insurance through the Sarah Lawrence plan or through their parents. This is to ensure they have adequate health insurance before they leave the US and upon their return.** You will receive information on the Sarah Lawrence plan from our Comptroller's Office. This can also be found at www.slc.edu/studentaccounts. Please be aware that GeoBlue insurance does NOT cover dental work, or continuing sessions (such as physical therapy) during convalescence.

The easiest way for students to see a doctor is via the walk-in medi-centres now located throughout London. The cost for students is approximately £70-85 per visit if visiting a centre that does not accept your health insurance. Further details can be obtained from the BADA office.

All enrolling students are required to complete our medical forms. The information provided will remain confidential and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own well being. This information does not affect your admission into the program.

14 GLOUCESTER GATE

The offices and classrooms for the London Theatre Program are located at 14 and 15 Gloucester Gate, Regent's Park, near to London's West End and principle theatres. Gloucester Gate offers easy access to all parts of London by public transportation.

This is our Nineteenth year in these superb and historic buildings owned by the Crown and designed by James Burton. The building has many facilities including a canteen area, a green room with computer access, a library and rehearsal spaces. Students will be informed about the use of BADA computers on arrival in London. Lockers are available for storing students' personal belongings, on payment of a £10 deposit, refundable at the end of the term.

CONTACTING STUDENTS

This Spring, students from various American colleges and universities will be taking part in the London Theatre Program. The list of participants will be sent to you, as it may be useful if you wish to be in touch with any students before you go, or if you would like to find someone to travel with over to London. A Facebook group will also be created for all students attending the program this Spring. You will be sent instructions via email by BADA's Programs & Recruitment Manager in due course on how to join this group and begin interacting with the other students.

RECEIVING PACKAGES

Customs and Excise have recently introduced a new rule which affects all temporary visitors to the U.K. receiving packages. You are now required to pay 14% duty up front on the value of the

goods you are receiving (even on things such as your own clothes which you might be having sent over), which you can then reclaim when you leave the U.K. Along with this, you must complete paperwork. **We therefore strongly advise students not to receive packages unless absolutely necessary.**

If you do choose to receive packages, it is imperative that parcels sent from the United States to BADA have all custom duties paid to the **final destination**.

Often packages are held up at Heathrow customs because the duty has only been paid as far as England and not to the final destination address, or because the contents of the package have not been clearly marked on the outside. If a package is held up at Heathrow, it incurs daily storage charges which can cost between £50-£100, and lots of paperwork. We will not accept Federal Express packages unless all duty and taxes have been paid. If packages are not sent via express mail, they can take up to 3 weeks to arrive in the UK. Please do not post valuables such as cameras, jewelry etc.

TELEPHONE/QUESTIONS

If you or your family have any questions, please contact Prema Samuel at (914) 395-2305 or by email at psamuel@sarahlawrence.edu.

I hope you all have a wonderful experience on the London Theatre Program!

Student Oyster Photocard

Students who are studying on the London Theatre Programs at the British American Drama Academy (BADA) can apply for a 18+ Student Oyster Photocard, either in advance or once they arrive in the UK.

What is an Oyster card?

Oyster is a plastic smartcard you can use instead of paper tickets. You can put Travelcards, Bus & Tram season tickets and pay as you go credit on it. Oyster is the cheapest way to pay for single journeys on bus, Tube, tram, DLR, London Overground and most National Rail services in London.

As an overseas student, can I get an Oyster card?

Yes, you can get an 18+ Student Oyster photocard to save 30 per cent against the price of adult rate Travelcards and Bus & Tram Passes. This card will remain valid for the duration of your study at the British American Drama Academy. **Please note** the Student Photocard discount is ONLY applicable to Travel cards and bus passes. If you are using 'pay as you go' credit you will not receive a discount on your fare.

How do I apply for a 18+ Student Oyster card?

The instructions on the next page explain how to apply for a Student Oyster card online and ensure your application is accepted.

Please note that the application costs £20 and should your application be rejected for any reason, you will have repeat the whole process, including paying another £20.

****When attempting to apply for your student oyster card, If you receive a message stating applications are currently closed, please wait until the date specified for applications to reopen and then proceed with your application. If your student oyster card has not arrived at the BADA office by the time you begin the program, you will still be able to travel around London with a temporary oyster card, please contact Christina Ibironke on cibironke@bada.org.uk for further clarification****

How will I receive my 18+ Student Oyster Card?

Your application, assuming it has been filled in correctly as listed above, can take up to 10 working days, and will be delivered to BADA's building.

Can I apply in advance of arriving in January?

Yes, you can. Cards received in advance of the start of the Spring semester will be stored safely and distributed to students on arrival.

A step-by-step guide to applying online for a **18+** Student Oyster card follows on the next pages. It includes information you will require to complete the registration correctly so please read it carefully before beginning your application.

18+ Student Oyster Card Online Application Instructions

1 Visit <https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home> (this is the application page specific to 18+ Student Oyster cards)

2. Click 'apply online'.

3. In the box requesting the name of university, college, school, or establishment, select **British American Drama Academy** from the dropdown, or type it into the box (it should auto-complete after typing two or three letters).

4. Click 'apply now'.

5. Fill in your email and create a password, then click 'create account'.

6. Fill in your personal details under 'required information'.

The term(semester)time address required is as follows:

- Postcode: **NW1 4HG**
- House Number/Name: **14**
- Street: **Gloucester Gate**
- Town: **Regents Park**
- City: **London**
- Home/Mobile number: **0207 487 0730**

Once you have filled this in click 'continue'.

. Under University of school, type **British American Drama Academy**

• The student enrolment number is **0084**

• Select **'Less than one year/non-standard'** for course duration.

Please type in the following dates:

Start date: 10th January 2020

End date: 18th April 2020

(Please note that these dates will appear in the standard UK format – DD/MM/YY)

Once you have filled this in click 'continue'.

8. Choose a security question for your account.

9. You will be asked to upload a photo for your card.

10. Once you have filled in all these sections you will be requested to pay £20 for the card. Once payment has been taken, the application will be processed, and the card will be sent to BADA for you to collect.

If you encounter any problems, or have any questions relating to any aspect of the 18+ Student Oyster card application, please contact Christina Ibironke at cibironke@bada.org.uk

LONDON THEATRE PROGRAM RULES AND REGULATIONS

BADA students may use the Gloucester Gate premises from the hours of 8:30 a.m. until the premises are closed each evening. Students are not allowed on the premises outside these hours without special permission. Entry to the building is only through the main entrance. To enter the building, please use the code that will be given to you on the first day of term. Obviously do not divulge this number to non-BADA faculty, staff and students and do not let strangers enter the building.

14 and 15 Gloucester Gate are non-smoking buildings. Smoking is not permitted in any of the classrooms, offices, green rooms and in the entrance hall or the stairs. Smoking is only permitted outside in the garden. Food, drinks and chewing gum are not permitted in the library and teaching rooms.

Students are required to attend all BADA classes and must be attended punctually at the stated times on the time-table. Students will not be excused from attending classes unless advance notice has been received and approved. In all cases of illness, students must notify the office immediately to ensure proper assistance is provided.

Students who fail to attend classes without a satisfactory explanation, or who are persistently late, may be suspended from the program and lose credit. BADA reserves the right to dismiss from the program any student who does not abide by these guidelines.

BADA, Sarah Lawrence College and The Stay Club share in the attitude that recreational drug-use by any student is unacceptable. Even those drugs that are currently unclassified under British Law (e.g. Amyl Nitrate) are strictly forbidden. Anyone found in possession of, under the influence of, or who admits to have taken such drugs will be subject to severe disciplinary action and/or instant dismissal from the course. Routine inspections of the accommodation and students' lockers will take place and if any recreational drugs are discovered, a student will be dismissed from the program with immediate effect. This applies throughout the duration of the program **and not just within the confines of Gloucester Gate.**

Where it is considered necessary to involve the police, BADA will not hesitate to take the appropriate action. The consequences of this may be deportation.

The British American Drama Academy and Sarah Lawrence College's London Theatre Program operates under English law, breaches of which will result in severe disciplinary action and/or immediate dismissal from the program.

BADA RULES OF ENGAGEMENT STATEMENT

The British American Drama Academy ("BADA") takes its responsibility to the UK Visa and Immigration very seriously and takes all necessary steps to ensure that students studying on BADA courses comply with the regulations of the UKVI, and that they leave the country by the completion date of their visas.

Student passports will be copied and contact details recorded on arrival. The information gathered for this register is not used for any other reason and will be destroyed after a period of time no shorter than two years.

Unauthorized Absence

All students must be aware of the dangers of unauthorized absence in terms of their education, their right to remain in the country and the possible long-term effects of deportation on their ability to travel to the UK in the future.

The UKVI requires all of its sponsors to notify them if any student has ten unauthorized absences during their course of study. In this event students risk deportation and refusal of entry to the UK for ten years.

BADA keeps a daily absence register, marking those who are in attendance and those who are absent for half a day, or a full day. This information is stored securely and in accordance with data protection law and our own confidentiality policy. In this way we can clearly see patterns of absence where they might prove to be a cause for concern. The information gathered for this register is not used for any other reason and will be destroyed after a period of time no shorter than two years.

BADA defines an unauthorized absence as a full day's study. Illness or absence with BADA's consent (for weddings, funerals etc) do NOT count as unauthorized.

Students should notify BADA in person **as soon as** they realize they are not able to attend classes on any particular day. This should be done by making a phone-call to the office and speaking to a member of BADA's staff. E-mails, messages from fellow students, or voice-mail messages are NOT acceptable ways of reporting absence.

In the event of an unauthorized absence, BADA will first attempt to contact the student at their halls of accommodation, and then by mobile (cell) phone. If we are unable to make contact, a member of the BADA staff will visit the halls of accommodation and try and determine the reason for absence. If for any reason BADA is concerned for a student's welfare we reserve the right to gain access to the suite using master-keys. If we still cannot make contact with the student we will notify Sarah Lawrence, and try to make contact with your family or friends who may know the reason for your absence. Finally, if we still have reason for concern, we will contact the police and the UKVI.

Work, Placements and Internships

Due to the intense nature of BADA's short courses, students are not permitted to work during their course of study, as this might jeopardize the ability to complete the course successfully.

For the same reason it will not offer or arrange work placements or internships or permit students to accept such positions elsewhere during their time at BADA. Students studying at BADA are not permitted to bring dependents.

Departure

One month before the end of the course, BADA will remind each student of their obligation to comply with the departure terms of their visa. If, for any reason, BADA has reason to believe that a student is intending to violate the terms of their visa, it will in the first instance contact the UKVI for guidance, and act accordingly.

Policies

Copies of BADA's Health and Safety policy, Equal Opportunities Policy, Confidentiality Policy and Health & Safety policy are made available to students on their arrival at BADA and can be downloaded from the BADA website at <http://badaonline.com/about-us/policies/> These are also available on request prior to arrival by contacting the BADA office.

**THE LONDON THEATRE PROGRAM
OF
SARAH LAWRENCE COLLEGE
AND THE
BRITISH AMERICAN DRAMA ACADEMY**

DETAILED COURSE DESCRIPTIONS

ACTING SHAKESPEARE (6 hours per week)

Objectives

The aim of this course is to provide a comprehensive approach so that students can tackle the intricate texts of William Shakespeare.

Method

(1) Students are first taught form: how Shakespeare's text actually works with particular emphasis on language, punctuation, meter, the caesura, antithesis alliteration and onomatopoeia. Games, exercises and the sonnets are used to develop the work at this stage.

(2) Students are then cast in scenes from a specific play and proceed to rehearse them to workshop performance level, after which they are free to select scenes from any of the plays and to rehearse them also. Clarity of meaning, high-energy levels and boldness of imagination are all concentrated on throughout the work. Students are encouraged to enjoy the text, to feel free and relaxed with it and make it "their own".

Creativity is harnessed to disciplined technique and students are taught to recognize that scale is not incompatible with truth.

Text

Recommended Reading: Playing Shakespeare: John Barton
 Shakespeare's Woman: Various (RSC)

Hours of Classwork

There are three two-hour classes of Shakespeare each week for the first eight weeks of the program.

There are copies of the Complete Works available in the BADA library which can be borrowed. Students are provided with individual texts of plays when required and the Arden editions of Shakespeare's plays are most commonly used.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Paper

No papers are required for the course.

ACTING HIGH COMEDY (6 hours per week)

Objective

The course seeks to explore the acting styles of the major periods of heightened comedy writing in England from the mid-17th to the 20th century with particular emphasis on the plays of the

Restoration and the 18th century and the progression via Wilde in the late 19th to 20th Century of Coward, Orton, Stoppard etc.

Method

Detailed attention is paid to the understanding of physical style in relation to status, manners and the importance of fashion and to verbal styles in relation to wit, intelligence and the use of heightened language.

Particular attention is given to social background which is surveyed with reference to London life and attitudes to social position, money, sexual relations, fashions and the difference between town and country life. Considerable outside reading is required for this.

The principle focus of the course is however, the channeling of accumulated information into the practical use of rigorous acting disciplines for the rehearsal of scenes from the plays.

Classwork

There are three two-hour classes of High Comedy each week for the first eight weeks of the program.

Text

Recommended Readings: Acting in Restoration Comedy: Simon Callow
 The Craft of Comedy: Athene Seyler
 Acting High Comedy: Maria Aitken.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Paper

No papers are required for the course.

MODERN PHYSICAL (3 hours, 30 min. per week)

This course is taught by Members of Theatre de Complicite (subject to availability), one of Britain's most important theatrical companies.

The course stresses the importance of ensemble work. While learning to play together students investigate the process of engaging the audience by means of exercise that show how it is possible to be compelling and watchable with total economy of means. Status exercises, improvisation and working in small groups fosters the discovery of physical comedy through interdependence and joint creativity. These lessons are then applied to the use of language and text using exercises developed by Jacques Le Coq, Phillippe Gaulier and Monique Pagnieux. Specific plays, such as those by Durrenmatt, Pirandello and Ionesco are explored to examine the role of the chorus in modern drama and there are classes in mask work and Commedia del Arte. Students are ultimately taught that searching for individual characteristics and traits can lead to important discoveries and that a sense of what is ridiculous and witty is a huge asset to those seeking to create totally believable characters on stage.

Texts

Recommended reading: Exercises in Mime: Jacques Le Coq
The Means to Move: Tyrone Guthrie
The Open Space: Peter Brook.

Classwork

Students will take two classes of 1 ¾ hours each week for the first eight weeks of the program.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Paper

No papers are required for the course.

VOICE (3 hours per week)

Objectives

The voice classes aim to establish and to develop all the basic areas of creative and professional voice work - relaxation, posture, breathing, resonance and articulation. Student's abilities and previous training are taken into account so that the classes consolidate standards already achieved while provoking the work further.

Methods

The classes are practical and taught in a way to develop the student's techniques through experience and understanding, inspiring confidence and ease so that the voice can be used freely, fully and effectively. Classes are occasionally interactive in nature to help the student truthfully connect their voice to language.

Towards the end of the course there is some text drawing the links between techniques and interpretation in preparation for the end of semester productions. Students are able to end the course equipped with the ability to use their voices safely and creatively with an approach and technique that is both flexible and responsive to artistic demands.

Classwork

There are three one-hour voice classes each week for the first eight weeks.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Paper

No papers are required for the course.

MOVEMENT (2 hours per week)

Objectives

The aim of the movement work is towards making the body sensitive so that it can reflect his or her thoughts, emotions and imagination and those of the playwright. The course examines how

the text affects individual body mechanics and influences the physical choices that are available.

Classwork

The course involves attendance at two one-hour movement classes per week for the first eight weeks of the program.

Clothes

Students are required to be properly attired in appropriate clothing. No jewellery is permitted.

Process

The work involved in this course is influenced by Sigurd Leeder, Laban Feldenkreis, Jacques Le Coq, Litz Pisk and Trish Arnold and also the Alexander technique and yoga. The movement classes work to break down the student's individual physical mould, releasing the spine and breath and inducing an understanding that the breath and voice cannot be divorced from movement, so increasing flexibility, mobility, co-ordination and relaxation.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Paper

No papers are required for the course.

STAGE FIGHTING (2 hours, 30 min. per week)**Objectives**

The course aims to train students in the fundamentals of realistic stage combat. Emphasis is placed in personal safety and students are made aware of the importance of adequate protection and reliable weaponry.

Method

In an opening session the teacher shows how stage combat has developed in recent years. He describes the form most usually required for stage productions and how these are adapted for use in the movies. After sessions involving man to man combat without weapons, students advance to use daggers and rapiers and the basics of fencing are explained.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Classwork

One class of an hour and a quarter per week for the first eight weeks of term.

DRAMATIC CRITICISM (2 hours per week)**Objectives**

(1) To make students aware of the factors that comprise good drama criticism and to show how it has developed in the last 150 years.

- (2) To test student's ability to write good reviews by requiring them to keep a journal and recording observations during the first eight weeks of the London Theatre Program.
- (3) To assess student's ability to discuss and evaluate productions that they see in London.

Method

At each weekly session students are chosen to read their reviews and to discuss them with a leading London theatre critic.

Papers

Either weekly reviews are submitted for assessment by the teacher or specific essays are set. The exact nature of the written work will be determined by the individual teacher.

Grades

Students are graded on an A to C standard or F if the student fails the course. Non submission of papers will result in a fail.

Classwork

Students will take one two-hour class per week for the first eight weeks of the program.

THEATRE HISTORY (2 hours per week)

In the fall semester student's study plays from the classical periods of European Drama – spanning from the Middle Ages to the 18th Century. The social and political context of individual landmark works is considered, in addition to their artistic significance in furthering the development of theatrical form.

As with all other courses at BADA, attendance at these classes is compulsory, and students are divided up into groups of no more than 30 for Theatre History, which means there is plenty of opportunity for discussion and group work.

In the spring semester, student's study plays from the last 19th Century and 20th Century.

Texts

Recent reading lists will be included in the welcome pack you will receive at BADA

Classwork

Students take one two-hour classes per week for the first eight weeks of the program.

Papers

Students are required to write two written papers for this course. The exact nature of the written work will be determined by the individual teacher.

Grades

Students are graded on an A to C standard or F if the student fails the course. No submission of papers will result in a fail.

ACTING IN PERFORMANCE

Objective

Through performances of British and European classical plays and through rehearsals for these, students are able to display in practice what they have learnt and absorbed in class. The rehearsals and performances not only give students a chance to show how far they have advanced during the semester but also help them to become aware of their strengths and weaknesses and their likely potential should they decide to enter the professional theatre or decide to go on to graduate school.

Method

Plays are chosen to explore and develop the talents of students and while not all students can have leading parts, directors are instructed to ensure that every student has an adequate opportunity to demonstrate his or her expertise.

Plays are chosen for their ability to challenge the students and to make use of their new awareness of what is involved in portraying characters in major classical drama. Directors are chosen for their ability to work with and extract the best from the students and are selected in the belief that by working with the very best directors chosen from the foremost of the British theatrical profession students can rise to heights they have never believed they could attain and discover new strengths and talents that may hitherto have lain dormant.

Classwork

Classes take the form of rehearsals for performances which are given in a London theatre at the end of each semester.

Rehearsals are supplemented by classes in voice, movement, music or stage-fighting should the play require it.

Most plays are drawn from the range of British classical theatre from Shakespeare to the present. Inevitably students are required to devote considerable amounts of time researching the backgrounds to the plays and to the character they portray.

Grades

Students are graded on an A to C standard or F if the student fails the course.

Paper

No papers are required for the course.