

LONDON THEATRE PROGRAM

OF

SARAH
LAWRENCE
COLLEGE



PRE-ARRIVAL HANDBOOK SPRING 2022

INTRODUCTION

Congratulations and welcome to the London Theatre Program!

BADA and Sarah Lawrence College look forward to working with you in the coming semester.

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

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We have highlighted points of particular importance in red throughout this handbook; please pay special attention to these.

This should answer any immediate questions you may have. If it does not, please don't hesitate to contact us:

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LONDON THEATRE PROGRAM

SPRING 2022

Students Arrive	Saturday, January 22
Orientation Day	Sunday, January 23
Classes	Monday January 24 – Friday, March 18
Rehearsal Period	Wednesday, March 23 – Friday, April 15
Production Week	Monday, April 18
End of Semester	Friday, April 22
Students Must Vacate Housing	Saturday, April 23

Please note: these dates may be subject to change

You are expected to arrive in London on the Saturday stipulated and cannot depart prior to the end of the semester.

ENTRY REQUIREMENTS FOR STUDYING IN THE UK FOR 6 MONTHS OR LESS

Please note: UK Immigration requirements for entering the United Kingdom to study changed on 31 December 2020. Please consult this document to ensure that you have the correct documentation to be granted leave to study in the United Kingdom. Should you have any questions or concerns, please contact Prema Samuel (psamuel@sarahlawrence.edu).

BADA and Sarah Lawrence College must comply with the legal requirements set out by United Kingdom Visas and Immigration (UKVI). **It is important that you read and fully understand this document to ensure your smooth entry into the UK.**

If you are citizen of the United States, or an EU, EEA or Swiss national, you will not need to apply for a visa to study in the UK prior to your arrival (you are classed a 'non-visa national'). Under the new system, you will be entering as a Visitor, which permits study of up to 6 months, in effect applying to enter the UK on arrival at your point of entry.

Given that you are entering the UK under a Visitor visa permitting up to 6 months of study, we strongly recommend that you have **at least 6 months remaining** on your passport from the start date of your period of study. (Your period of study starts on Saturday January 22, 2022, therefore **your passport needs to be valid until July 22, 2022** at the very minimum).

Please be sure to take on the plane with you all the documents given to you by Sarah Lawrence College and BADA for your entry to the UK. It is essential that you have with you your BADA Visa Letter, which contains information required by UKVI for evidencing your intention to undertake study in the UK.

At your point of entry (the UK border) you have the choice of either:

1. Using eGates to enter the UK: In order to use an eGate, your passport must have a biometric symbol on the cover. Using eGates to enter the UK as a visitor will mean that you do not receive a stamp endorsed in your passport as you do not have to see a Border Force Officer in order to use one. Following using the eGates however, you will be permitted to enter the UK as a visitor for a period of six months. You will need to evidence your arrival date to BADA using your paper or electronic boarding pass or e-ticket in order for us to complete the checks we are required to carry out by UKVI, so please retain these until a member of staff at BADA has inspected them (please bring them to the office on the Sunday following your arrival).



Biometric Symbol

OR

2. Passing through an immigration point staffed by a Border Force Officer: If using a staffed immigration point, you will need to present all necessary documents to support your application to enter the UK as a visitor to the Border Force Officer (see below).

At the UK border you will need the following:

1. You must provide a valid passport. **Your passport must be valid for the whole of your stay in the UK, and we strongly recommend that you have at least 6 months remaining on your passport from the start date of your period of study.**
2. Your plane ticket. We strongly recommend that you purchase a return ticket, as this enables you to comply with the potential need to evidence at entry that you will leave the UK at the end of your visit and that you are able to pay for your return or onward journey (or have funding from someone else to do so).

3. A letter of acceptance from BADA and Sarah Lawrence College in paper copy (not an electronic copy on tablet or phone). This is to enable you to evidence that you have been accepted on to a course by an accredited institution. This is evidenced by separate letters which will be sent to you by Sarah Lawrence College.
4. Documentary evidence that you have enough money to pay your tuition fees and accommodate yourself while you are in the UK. This is evidenced by separate letters which will be sent to you by Sarah Lawrence College.

You may also be asked to prove that:

1. You have arranged accommodation for your stay. This is evidenced by separate letters which will be sent to you by Sarah Lawrence College.
2. You are able to support yourself during your trip (or have funding from someone else to support you). This is evidenced by separate letters which will be sent to you by Sarah Lawrence College.

WHAT TO PACK

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

Students regularly report they didn't realize how much casual 'sporty' clothing they needed for this program. You will need to be in casual movement type clothes for most of your classes.

Pack:

- Casual active/gym clothes for most of your classes
- Lots of gym wear/active clothing (tracksuit bottoms/joggers, leggings, sneakers, etc. but not skirts) for Movement
- Character shoes (hard soled dress shoes) for High Comedy
- Some British Pounds in cash (banks will be closed on the weekend when you arrive)

Consider packing:

- Jeans and casual clothes (the norm in London) for outside of class
- One nice outfit for the occasional social event
- Warm sweaters
- Rain clothes
- A long skirt for High Comedy (BADA has a storeroom onsite with plenty of skirts and shoes that can be borrowed by students for classes and rehearsals if needed; if you wish to bring your own long skirt, you may)
- A laptop; please note individual laptops are not covered by BADA's insurance, so you must organize insurance of your own. There are computer facilities and WiFi at BADA as well as WiFi at The Stay Club

Do not pack:

- Electrical appliances (hair dryer, alarm clock, etc.)
- Electrical converters for small appliances
- Any valuables or any items that are not insured or replaceable.

Do not bring electrical appliances if you can possibly avoid it. Converters are costly and may damage your equipment. Plan instead to purchase small appliances when you get to London.

We encourage you to pack as lightly as possible.

TRAVEL TO THE UK AND ARRIVAL

Please carry with you on the plane all the official documents from Sarah Lawrence and BADA.

Be sure to carry:

- BADA Entry Letter

Please also carry:

- Passport
- 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)
- Proof your ability to fund your living expenses while you are in the UK. This is evidenced by separate letters which will be sent to you by Sarah Lawrence College.
- Prescription medications with a copy of the prescription

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 travel to BADA on Sunday for Orientation Day.**

You are responsible for making your 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. You 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 800-781-4040. Another student travel site is www.studentuniverse.com (800-272-9676). Using the student travel may offer the ability 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 Saturday, January 22, between the hours of 9 AM – 4 PM. Students should go straight to the accommodation, The Stay Club, where you will be met by a member of the BADA staff. If you are arriving after 4.00pm, go to reception at the Stay Club.

The Stay Club,
34 Chalk Farm Rd,
Chalk Farm
London
NW1 8AJ

+44 20 7267 7774

There are different ways to get to The Stay Club from the two airports serving London (and we highly recommend downloading the Citymapper app at <https://citymapper.com/london> which not only gives great public transit directions, but also includes the fares for each option):

- From Gatwick: Take Thameslink (towards Bedford) to London Bridge. From there, transfer to the Northern tube line (Northbound) to Camden Town. It is then a 9 minute walk to 34 Chalk Farm Rd, NW1 8AJ.

Alternatively, take Thameslink to London Bridge, and from there take a licensed taxi/Uber to 34 Chalk Farm Rd, NW1 8AJ

- From Heathrow: Take the Piccadilly tube line (Eastbound) to Leicester Square. From there, transfer to the Northern tube line (Northbound) to Camden Town. It is then a 9 minute walk to 34 Chalk Farm Rd, NW1 8AJ.

Alternatively, take Transport for London (TFL) Rail to Paddington Station. From there, take a licensed taxi/Uber to 34 Chalk Farm Rd, NW1 8AJ

Please be aware that taking a taxi directly 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. Take advantage of our Geneva platform and get in touch with each other!

Alert BADA if your arrival will be delayed!

- If you know you will be delayed before your flight is scheduled to depart, call the BADA office so the staff are kept up to date:
 - If dialing from a US number (American mobile): 011-44-207-487-0730
 - If dialing from a UK number: 0207-487-0730
- If you are delayed on Arrival day due to a late flight or other issue, contact the BADA team member at The Stay Club. This number will be sent to you before you depart for the UK.

What to Expect During Your First Few Days in London

Saturday, January 22	Arrive at The Stay Club, meet your classmates and members of the BADA team, get settled in your accommodations
Sunday, January 23	Orientation Day, this will include introductory talks, a masterclass and a 'Welcome to BADA' lunch. You must bring with you: <ul style="list-style-type: none"> • Your passport • Your return flight details
Monday, January 24	Classes begin

LONDON THEATRE PROGRAM CURRICULUM

The program curriculum is on the Sarah Lawrence College website:
www.sarahlawrence.edu/bada/london-theatre.html

Classes

All students take the following courses:

Scene Studies	Shakespeare High Comedy Modern Physical Theatre
Performance Techniques	Voice Movement Stage Fighting: Hand-to-Hand Combat
Academic Courses	Dramatic Criticism Theatre History
End-of-Semester Productions	Acting in Performance

Each student will also have one 1/2 hour tutorial every other week.

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 will 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.

The end-of-semester 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. Each director then determines the exact casting for each play, and four and a half weeks of rehearsals begin, after a midterm break. Each play is simply staged in a London theatre and performed once before an audience during the final week of the semester.

Students are required to attend all BADA productions in the final week of the program.

Masterclasses

Several masterclasses will be arranged each semester. These sessions will offer you the rare opportunity to work with some of the finest performers and directors in Britain.

Faculty & Guests

Due to their professional commitments, we are unable to announce the members of the Faculty or Masterclass guests before the commencement of the program.

Additional details about courses and the BADA faculty, and regular Masterclass guests may be found on the BADA website: www.bada.org.uk/ltp.

Theatre Trips & Excursions

The semester includes weekly trips to the theatre during the first eight weeks 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, in a variety of venues from the historic to the cutting edge, and your tuition fee covers the cost of these tickets.

Additionally, there will be a trip to Stratford-upon-Avon one Saturday during the first eight weeks of the Program. The trip includes a performance at the Royal Shakespeare Company.

Transcripts & Grades

For non-Sarah Lawrence College students, your official transcript is mailed 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.

Sarah Lawrence College will process your transcripts after receiving your grades and written evaluations from the Faculty at BADA. 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 Sarah Lawrence College prior to July 1, 2022.

Production Week Visitors

Your family and friends are welcome to visit you in London during the final week to see your performance during the Production period. 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; Lars Franke, the Managing Director; and BADA's Faculty and Staff; and hear about the BADA alumni community.

More details will be made available during the semester.

14 GLOUCESTER GATE

The offices and classrooms for the London Theatre Program are located at:

14 Gloucester Gate
London NW1 4HG

Gloucester Gate is opposite Regent's Park, near to London's West End and principle theatres, and offers easy access to all parts of London by public transportation.

This is our twentieth year in these superb and historic buildings owned by the Crown Estate. The building has many facilities including a small dining area, a green room with computer access, a library, and rehearsal spaces.

BADA Personnel at Gloucester Gate

Dean	Eunice Roberts
Managing Director	Dr. Lars Franke
Finance Director	Helen Ainsworth
Facilities & Compliance Manager	Robert Hanwell
Administrative Assistant	Rose Mills
Caretaker	Marek Wojcik

Connecting with Other Students

This Spring, students from more than a dozen colleges and universities around the United States 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 Geneva group will also be created for all students attending the program this spring. You will be sent instructions via email in due course on how to join this group and begin interacting with your classmates.

Receiving Packages

Her Majesty's Revenue and Customs has rules which affect all temporary visitors to the UK receiving packages. You are required to pay significant duty up front on the value of the goods you are receiving (even on things you already own, such as clothing which you might have shipped over). While you can reclaim these duties when you leave the U.K, you must complete complicated paperwork to do so. **We strongly advise students not to receive packages unless absolutely necessary.**

If you must receive packages, **it is imperative that parcels sent from the United States have all custom duties paid to the final destination.** Often packages are held up at 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. Releasing these packages involves significant 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 send valuables such as cameras, jewelry etc.

Office Phones

Students may not use the BADA office phones unless in an emergency and only after getting permission from a member of the BADA staff.

In the event of an emergency, you can usually be reached at the BADA office between the hours of 9:00 am – 5:00 pm British time at 011-44-207-487-0730.

Secure Storage

BADA maintains a locked safe at Gloucester Gate which is available to all students for the purposes of storing valuables such as extra cash or passports.

Students are also welcome to store personal property in the lockers at BADA. Lockers are available on payment of a £10 deposit, refundable at the end of the semester.

The BADA building is not open to the public and all guests are greeted and monitored. The building is locked and alarmed at the end of each day.

THE STAY CLUB CAMDEN

BADA provides furnished student housing at:

The Stay Club Camden
34 Chalk Farm Road
NW1 8AJ

The Stay Club Camden has outstanding student facilities with a relaxed and quiet interior plus a cafe, classrooms which can be used free of charge for rehearsals, a lounge, laundry room, and a private gym all within the same building.

The Stay Club is located in the heart of Camden, one of London's most vibrant neighborhoods. Directly across the street is the world-famous Camden Market – a collection of over 1,000 shops, stalls, cafes, and food purveyors.

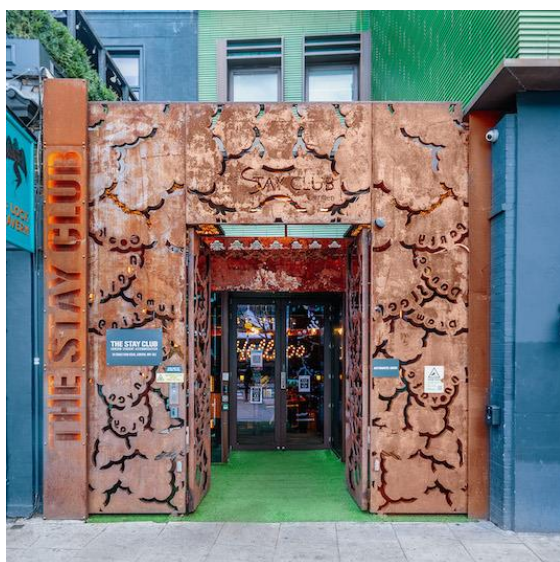
BADA's premises are just a fifteen-minute walk and nearby Tube stations at Chalk Farm (5 minutes) and Camden Road (10 minutes) will whisk you to the West End and all that Central London has to offer in only 15 minutes.

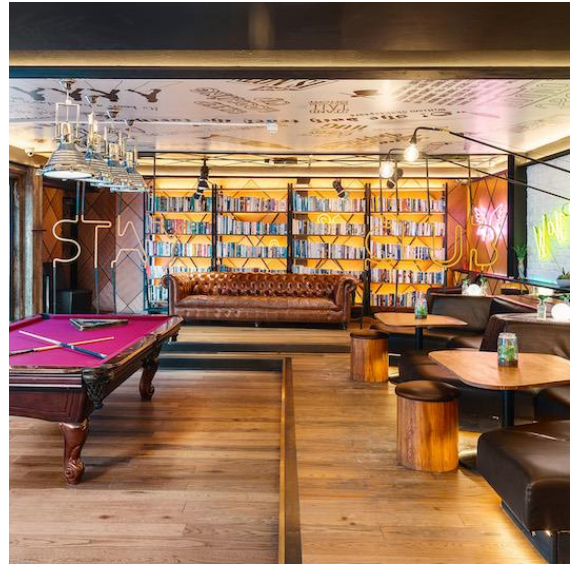
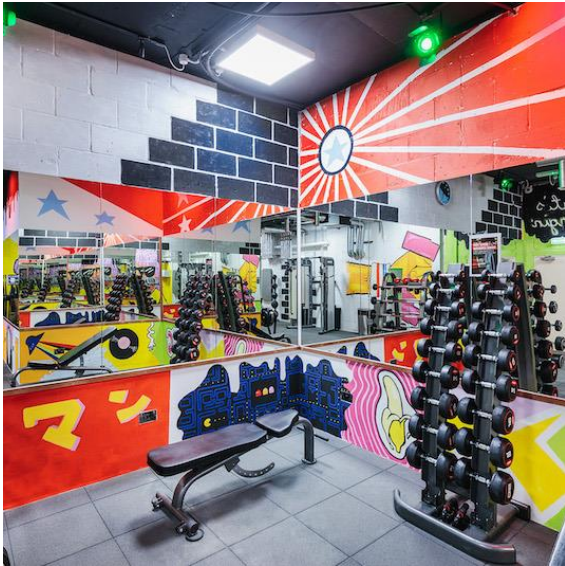
The Stay Club's central location means that the immediate area around the accommodation remains busy at all times. To ensure the safety and security of our students, the building has a concierge at the front door twenty-four hours a day and CCTV is in constant operation, not only at the entrance to the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

Accommodation is in single rooms. All rooms include a sofa and desk space, as well as cooking facilities, and a private bathroom with shower. An optional room cleaning service is available for an additional £25.00 per week.

The Stay Club has WiFi available in the rooms and some common spaces, although BADA accepts no responsibility for ensuring computer access.

You will not be able to move into your room prior to the start of the program on January 22, 2022.





LIVING IN LONDON

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, mobile phones, 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 rooms. 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; BADA has a 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.

Meals

You are responsible for providing your own meals while on the program. There are several local eateries near both Gloucester Gate and The Stay Club 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.

You will save a considerable amount of money if you prepare your own meals on a regular basis.

Traveling on the Tube and Oyster

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 an easy way to pay for single journeys on bus, Tube, tram, DLR, London Overground and most National Rail services in London. Transport for London has a mobile app that allows you to track your journeys and add funds to your Oyster card (“top up”) on the go.

Contactless credit/debit cards and mobile payments (such as Apple Pay) are also accepted throughout the system.

As the walk from The Stay Club to BADA is roughly the same duration (15 minutes) as riding the bus, most students opt to walk rather than ride public transport.

Personal Travel While on the Program

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.

During the rehearsal period and particularly 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 on weekends must ensure they return by Sunday night. This is to avoid students missing classes due to travel delays or cancellations.

Staying in London After the Program

London Theatre Program housing is only available during the program. If you are planning to remain after the end (subject to the restrictions of your visa), you will not be able to stay in your program accommodation and you will need to make your own arrangements. We have listed a few suggestions for affordable accommodation:

- Hostels - 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:
www.hostelbookers.com/hostels/england/london/
- Easyhotel - a chain in London that offers small but clean and functional rooms. The further in advance you book the cheaper the rate. There are Easyhotels at Paddington station and Old Street (a short underground ride from BADA's building):
www.easyhotel.com
- Holiday Inn Camden Lock - approximately a 15 minute walk from the BADA building; hotels near Camden tend to be more expensive, but sometimes deals and offers are available: www.holidayinncamden.co.uk

These are intended for your reference only; none are in any way affiliated with or endorsed by BADA, or offer special rates for its students.

FINANCES

Be sure to bring enough money in Pounds Sterling to get you started for your first few days in London; as you'll be arriving on a weekend, the banks will be closed. While some exchange bureaus are open Saturdays, you will not get a very favorable rate for your dollars.

Cost of Living

The current exchange rate is US\$1.37 to UK£1 as of 28 October 2021. The rate of exchange can exacerbate 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 theatre; our tuition covers one visit per week as required for your course in Dramatic Criticism.

Tuition & Housing Fees

A tuition bill will be sent to you through the Sarah Lawrence College Controller's Office. Please address any questions or concerns about this payment directly to the Controller'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.

Sarah Lawrence will charge you for your room.

Housing Damages

You are responsible for ensuring your room is left in a satisfactory state at the end of the program. Any damages to your room will be assessed at the end of the semester and you will be charged accordingly. The Stay Club determines the charges for students; neither Sarah Lawrence College nor BADA have any say in setting damage charges and are unable to intercede on your behalf if there is a dispute.

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. Any unreturned or damaged Theatre History books borrowed from the BADA Library will be charged to your account.

Money & 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: a credit card, or information on Western Union wire transfers can help. Please note: ATMs 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.

We strongly suggest you alert your bank and credit card provider(s) that you will be living abroad for the semester before you depart for London.

Mobile (Cell) Phones

While on the London Theatre Program, you must have an active mobile phone where you can be reached in an emergency.

Depending on your provider and phone, your current mobile may work while you are in the UK. Consult with your provider to confirm that your phone will work while living in London and to determine what additional fees you may incur.

If your American phone does not work overseas, you will need to purchase a UK phone and keep it active for the duration of the course. There are a number of options for inexpensive mobile phones in the UK offered as "Pay as You Go". "Pay as You Go" phones do not require an on-going contract and can be topped up inexpensively as needed.

Do not sign an on-going or multi-month contract for a mobile phone. If you sign a 12-month contract for a phone, you are liable for that cost for the entire year even after you depart London and return to your home country. Failure to keep to the terms of the contract or to pay the monthly installments will result in your credit being black-listed and may affect your ability to re-enter the UK in the future.

BADA is required to pass on your home details to phone companies if you leave without paying your final bills.

HEALTH, WELL BEING, AND INSURANCE

International travel and the related changes in climate, surroundings, and sleep schedule can negatively impact your health and your readiness for the rigours of the London Theatre Program. To help minimize the chances of a difficult transition to living and studying in London, we encourage you to take care of yourself before you travel and in your first few weeks in London. In particular, we recommend you get plenty of rest in the weeks leading up to and following your flight.

Prescription Medicines

We strongly advise all 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 duration of your time in England.

Not all medicines available in the States are available in the UK and you may find English doctors and pharmacists unwilling to accept American prescriptions. This 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

You will be covered while abroad by a policy administered by GeoBlue International Health Insurance. Information on GeoBlue is in the application portal.

Please note: in addition to the GeoBlue policy, you need to have your own medical insurance through: the Sarah Lawrence plan; your home institution; or your parents. This is to ensure you have adequate health insurance before you leave the US and upon your return.

You will receive information on the Sarah Lawrence plan from the Controller's Office. This can also be found at www.sl.c.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 you to see a doctor in London is via the Geo Blue App, we recommend that you download it onto your phone. The BADA office can also help you to find a physician who will see you as a private patient and make referrals as appropriate. Such a visit will cost approximately £90-100. Details can be obtained from the BADA office.

All enrolling students are required to complete the medical forms in the portal. 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 participation in the program.

We look forward to seeing you in London this coming spring!