



Higher Education Admissions Procedures

1 Procedures

- 1.1 City of Bristol College (COBC) is committed to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. We aim to provide equal and fair access to all prospective students who hold the entry requirements (or will achieve the entry requirements within the recruitment period) and who have the potential to benefit from and contribute to academic life at City of Bristol College.
- 1.2 We recognise that we may, in particular cases need to demonstrate a flexible approach and make reasonable adjustments for individual applicants who may have disabilities or have faced exceptional or challenging circumstances. The principles set out in this policy are followed for all higher education programmes except where stated otherwise. Admissions processes may vary however across subjects and depending on the nature of the programme and the circumstances of the applicant.
- 1.3 Eligible UK and EU students who hold pre-settled or settled status in the UK, whether full-time or part-time, are able to apply for financial support from the government to help with tuition fees.
Applicants



3 Applicants with Disabilities

- 3.1 City of Bristol College welcomes applications from students with physical or learning disabilities or difficulties. We will make reasonable adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgement about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.
- 3.2 You are invited to indicate your disability status in your applications and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the College to make adjustments. Disabled applicants are also advised to contact the HE Study Support Co-ordinator after an application has been submitted through UCAS to discuss any support requirements they may have in relation to the programme for which they have applied.
- 3.3 If any applicant believes that their disability has meant that they have faced exceptional circumstances which also should be taken into account when considering their application, they should refer to the section Applicants who have faced exceptional circumstances above.

4 Fraudulent Statement, Plagiarism and Omissions

- 4.1 City of Bristol College and partner universities follow the UCAS procedures with regard to fraudulent statements and omissions. Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur the College reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.
- 4.2 The



5.2 Unconditional Offer

An unconditional offer means that you have met all the academic and on-academic entry requirements and have been accepted onto your chosen programme of study.

5.3 Unsuccessful Application

If the College or our university partners have decided not to offer you a place on the programme you will receive an unsuccessful response via UCAS. There are many reasons why an application may be unsuccessful and you should be aware that some courses are over-subscribed and there are limited places available. In these cases, we may apply a waiting list in case of other students failing to take up their place.

If you are unsuccessful we will tell you why your application has not been successful and feedback will be provided via UCAS track. If you require further feedback, please email your request to HEAdmissions.Enrolment@cityofbristol.ac.uk

5.4 Withdrawn Application

Both you or the College may withdraw an application at certain times. If the application is withdrawn by the College the reason will be displayed in UCAS track (in your UCAS account). The College reserves the right to withdraw an offer up to the point at which it has been accepted by you. If an offer has been made subject to interview and you fail to take up your interview and do not notify us, we may withdraw any offer previously made. If you fail to attend a required interview and no suitable alternative date may be found we may withdraw our offer. Such offers will be conditional on attendance and satisfactory performance at the interview.

5.5 Interviews

City of Bristol College usually interviews all applicants for higher education programmes. This is to give you the



Admissions and Enrolment Team on Telephone: 0117 3125262 or Email:
HEAdmissions.Enrolment@cityofbristol.ac.uk to find out about these vacancies.

5.8 Confirmation

Confirmation is the period of time in August when A level results are released to the College and to universities for students who are holding conditional offers (other awarding bodies such as Pearson may release their results earlier). If you have reached the grades required by your conditional offer you will have your place confirmed by the College or university partner.

5.9 Applicants seeking deferred entry (also known as “Gap Year”)

City of Bristol College welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated in the UCAS application unless

