

Completing the Sparsholt College Application Form

STEP 1

Visit <https://www.sparsholt.ac.uk/information/apply/> and choose a subject area using the arrow to drop down the available subjects.

HOW TO APPLY



ONLINE (OR POST)

For students looking to apply for a **Full-Time** course or **Part-Time** Higher Education course



BY POST

For students looking to apply for a **Part-Time**, **Apprenticeship** or **Postgraduate** course



UCAS WEBSITE

For students looking to apply for a **Full-Time** Undergraduate Higher Education course

QUALIFICATIONS: Unsure of your prior qualifications? Click [here](#)

ONLINE

Choose a subject area:

Choose a subject...



STEP 2

Choose the course that you are interested in, again by using the arrow to drop down the courses that are offered.

Choose a subject area:

Animal and Zoo Management



Choose your desired course:

Choose a course...



STEP 3

Log in if you have already applied (returning users) or select **Create an Account** to apply for the first time.

The screenshot shows the application portal interface. At the top is a banner with a landscape image and the text "Ready to apply? Applying to the college is easy, and should only take 5 minutes." Below the banner are two main sections: "Returning Users" and "New Users".

Returning Users

Email

Password

☐ Remember me?

Log in

New Users

Create an Account

STEP 4

Once registered you will see the following screen and message. Please click **Apply Now!**

The screenshot shows a modal window titled "Hello and Thank You for Registering!". The window contains the following text:

Welcome to the Application Portal

From here you can:

- Apply for your courses.
- Track the progress of your application.
- Ask any questions you might have.

Applying is Easy

To get your application started we will need some basic information:

- Your contact details, so we can stay in touch and keep you up to date on your application's progress.
- Your next of kin, we need your Parent/Guardian's details if you are under 19.
- Details of any support you need to help you succeed on your course.
- The course(s) you are interested in.

Apply Now!

STEP 5

Complete the first page of the application form then select **Save & Continue.**

Application Form

Personal Details

So we can contact you and process your application.

Title

Select ▼

Forename

Surname

Date of Birth

dd/mm/yyyy

Gender

Select ▼

Personal Email

please do not use a school e-mail as we will need to contact you after you have left school.

STEP 6

Please complete the next page and again select **Save & Continue.**

Application Form

Please add a primary Next of Kin/Emergency Contact. This needs to be someone who is an adult, lives in the UK, is a close relative/carer and has agreed to you giving us their details and who understands we will hold and use that information to contact or communicate with them about your application – please refer to our Privacy Notice available on our website at www.sparsholt.ac.uk

Add Next of Kin

More About You

So we can help you as much as possible, we'd like to know a bit more about you.

Do you have a disability, health problem or learning difficulty?

☐ Yes ☐ No

Do you have an Education Health Care Plan (EHCP)?

☐ Yes ☐ No

Do you have any unspent criminal convictions?

The College is keen to support students to help them succeed and having a criminal conviction will not necessarily prevent you from taking up a place at College. However failure to disclose a criminal conviction may jeopardise your place.

☐ Yes ☐ No

Qualifications and Grades

Please add details of achieved or predicted qualifications and grades. Please tick the box for predicted if these are predicted grades.

STEP 7

On this page select **Add Course**.

Application Form

Courses
Let us know what course(s) you are applying for.

Your Chosen Courses:

Add Course

[Previous Page](#) [Save & Continue](#)

STEP 8

Search for the course that you are interested in by typing the name of the course in the search box. Select the college that you are interested in: Sparsholt, Andover or all. Click **Submit**.

Add Course





Course Directory

Search for a course here. To narrow selection click on All, Sparsholt Only or Andover Only and then click on Submit

☒ All ☐ Sparsholt Only ☐ Andover Only

Submit

From the list, find your course and click on it to add it to your course list.
If you cannot find the course you want please contact admissions: courses@sparsholt.ac.uk for Sparsholt, inforegandover@sparsholt.ac.uk for Andover or the apprenticeship team: apprenticeships@sparsholt.ac.uk

| | | |
|--------------------------------------|--|-------------------|
| Animal Care - Level 1 |  | Add Course |
| Animal Care - Level 2 |  | Add Course |
| Animal Management - Level 3 |  | Add Course |
| Animal Care (Theory Based) - Level 1 |  | Add Course |

[Close](#)

STEP 9

Choose the course that you wish to study by clicking **Add Course** to the right of its title in the course list and this choice should now be in your chosen courses box (top left in the shaded area). Then click close at the bottom of the pop-up window and click **Save & Continue**.

The screenshot shows a 'Course Directory' pop-up window. At the top, it says 'Search for a course here. To narrow selection click on All, Sparsholt Only or Andover Only and then click on Submit'. Below this is a search bar containing the text 'animal'. Under the search bar are three radio buttons: 'All' (selected), 'Sparsholt Only', and 'Andover Only'. Below the radio buttons is a 'Submit' button. Below the 'Submit' button, it says 'From the list, find your course and click on it to add it to your course list. If you cannot find the course you want please contact admissions: courses@sparsholt.ac.uk for Sparsholt, info@andover@sparsholt.ac.uk for Andover or the apprenticeship team: apprenticeships@sparsholt.ac.uk.' Below this text is a list of four courses, each with an 'Add Course' button to its right. The courses are: 'Animal Care - Level 1', 'Animal Care - Level 2', 'Animal Management - Level 3', and 'Animal Care (Theory Based) - Level 1'. Each course entry also features the Sparsholt College Hampshire logo.

STEP 10

Please complete the following page and then click **Save & Continue**.

The screenshot shows the 'Application Form' page. The title 'Application Form' is at the top. Below it is the section 'Information for 19+ Learners'. The text in this section states: 'If you are aged 19 + when your course starts, you may have to pay tuition and examination fees. This will be dependent on whether or not you and the course you want to study are eligible for fee remission. Fee remission is based on a number of factors: your age, whether or not you have an EHCP, what your employment status is, what qualifications you already have and what Government funding policies are in place at the time. Most courses at level 3 and above are available for an Advanced Learner Loan so if you are not eligible for free remission you may be eligible to apply for a Loan to pay your tuition fees. For further information on Fees, please contact Student Admissions on (01962) 797213'. Below this text is the section 'Highest Qualification'. It says 'Please indicate your highest full level of qualification:' followed by a dropdown menu with 'Select' and a downward arrow. At the bottom right of the form are two buttons: 'Previous Page' and 'Save & Continue'.

STEP 11

Finally, complete the page below and then select **Submit Application**.

Application Form

We're almost done!

Data Privacy Notice

To find out how your personal information is used, please refer to the full version of the [Privacy Notice](#) available on our website.

As part of our application process we will contact you with updates regarding the status of your application. This may include invitations to events and taster days, and information about your course(s).

Please note this online application form is correct at the time of completion but is dependant on government legislation and is subject to change.

Declaration:

- I certify that the information provided on this form is correct.
- I understand and agree to the recording and processing of personal data as outlined in the College Data Protection policy and Privacy Notice both available on our website at Data Privacy Notice

☐ Please tick that you agree to the above terms.

Any questions?

If you have any questions, write them below and we will be in touch via email.

Previous Page

Submit Application

Your application is now complete and we will be in touch soon!

