

# Scholarship Application Form

Print this form out to complete by hand, then send by post. If you need to use additional sheets to answer any of the questions, please feel free to do so, but make sure they are firmly attached to the form. Please post to: The Longford Trust, PO Box 72887, London N2 2FG

## Eligibility

## Are you eligible? \*

Please tick the statements that apply to you. If **all the statements apply to you**, and you have ticked all statements below, then you are eligible to apply for one of our scholarships so please continue with your application.

- I'm an ex-prisoner or a prisoner awaiting release in the near future.
- My custodial sentence was or is still being served in a UK prison.
- I've identified a specific course I want to study.
- I'm aiming for a degree level course offered by a college, university or other institution of higher education including The Open University.
- My course start date is less than 5 years after my release date.
- I've been in contact with the course provider and I've obtained a provisional offer of a place.
- I need financial support to pay for these studies.
- I've researched student loans and grants available and can show that I'm not wholly able to finance my studies myself.
- I am a British citizen or have the right to remain in the UK

## Which scholarship are you applying for? \*

- Longford Scholarship - all subjects except -
- Nat Billington Award - Computer Science related degrees
- Patrick Pakenham Award - Law degrees

## Your contact details

### First Name \*

**Last Name \***

**Address \***

**Post Code \***

**Phone**

**Email**

## Your Background

There is no specific age limit for applying for a Longford Scholarship/Patrick Pakenham Award, but in evaluating those in greatest need of their funding, the trustees pay attention to the founding principles of encouraging young people in particular back into education.

**Your date of birth (dd/mm/yyyy) \***

**Nationality \***

These next two questions help us understand your expected living expenses during your studies.

**Please tell us of any existing qualifications gained before your prison sentence.**

**Please tell us of any educational achievements or courses you have taken while in prison**

The scholarships are primarily designed for those who've never had the opportunity to undertake Higher Education before, but we do also on occasion consider those taking a post-graduate degree. We do fund those wishing to complete Open University degrees that were started in prison or previous unfinished degrees. This relates to our next question.

**Have you started an undergraduate or postgraduate degree course before? If so, please give full details of how many points/credits/modules/years completed, with name, course level and location.**

## Course

**Name of Higher Education course you wish to study \***

**How many years does the course last? \***

**Name of university or college \***

**When do you plan to start? (if you have started already please state how many years until you graduate) \***

**Have you been offered a place? \***

Yes

No

**Please give contact details of the person handling your application to your chosen course.**

We'll only contact this person to check you have made an application and will not share with them any other information provided on this form.

**Contact name \***

**Contact details such as email address, phone number and address \***

## Your Custodial History

The scholarships are all about enabling you to put your past behind you, but they also operate on the basis of proportionate and targeted disclosure between you and The Longford Trust. All information you give us will be treated as confidential and handled in line with the privacy policy set out at the end of this form.

**Please outline clearly any prison sentences you have served or are serving, stating: The offence you were convicted for, the date of and length of sentence, where it was served \***

**If you have already been released, please give your date of release**

**Are you are still on licence? \***

Yes

No

**Do you appear on the sex offenders' register? \***

Yes

No

**If you are still serving your sentence, when is the earliest you can expect parole?**

**If you are a serving prisoner, please explain how you would overcome barriers to study (such as available time and access to IT). If you want to study an Open University degree, you need to give details of someone in the Prison Education Department, Learning and Skills or your Probation Officer who can support your application**

## Finances

For your next answer give a full and clear breakdown of your financial requirements. Scholarship awards from us can help with tuition fees, living expenses or a combination of both, but all applicants are also expected to have tried to access a Student Loan. If you cannot get a Student Loan, you need to explain why. Our typical scholarship awards range between £1500 and £2500 per academic year. They are grants - that means you don't have to pay them back. On rare occasions, the amount of our award can be higher, but there must be special circumstances. Our awards are renewed for each year of study for a maximum of 3 years, subject to good reports from your personal tutor.

**What sum of money are you applying for per year from the Longford Trust? \***

For first, full-time and part-time degrees you can apply for a Student Loan loan to cover tuition fees and living costs while studying. It is provided by the government, and you will then have to pay it back after graduation if your income exceeds a certain level. You need to show us that you have explored this avenue. If you can't get a Student Loan or don't want to apply, you need to explain why. If you successfully obtain such a Student Loan, our scholarship awards are available to cover additional expenses and costs.

**Have you applied for a student loan? \***

Yes

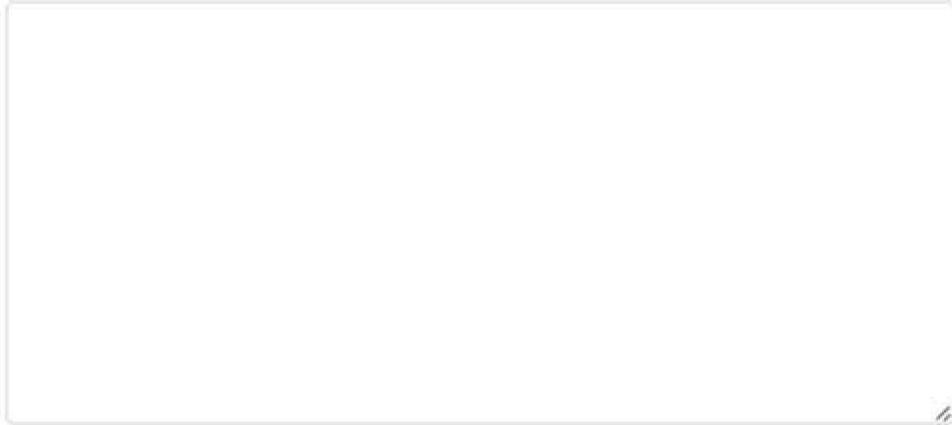
No

**If yes, what response have you received? Or, if no, please explain why not.**

Universities also have their own bursary schemes. We encourage all applicants who can to apply for these.

**Do you have offers of funding from your university, or from any other charity, trust, body or individual towards the costs of your course? If so, please give details. \***

**Please give details of your current financial circumstances (including any outstanding debts or loans). \***



## **Personal Statement**

For your next answer please give us any detail you think might be relevant in explaining your circumstances and how the scholarship would be of benefit. The following questions might help you to structure your personal statement:

Why have you chosen your subject of study?

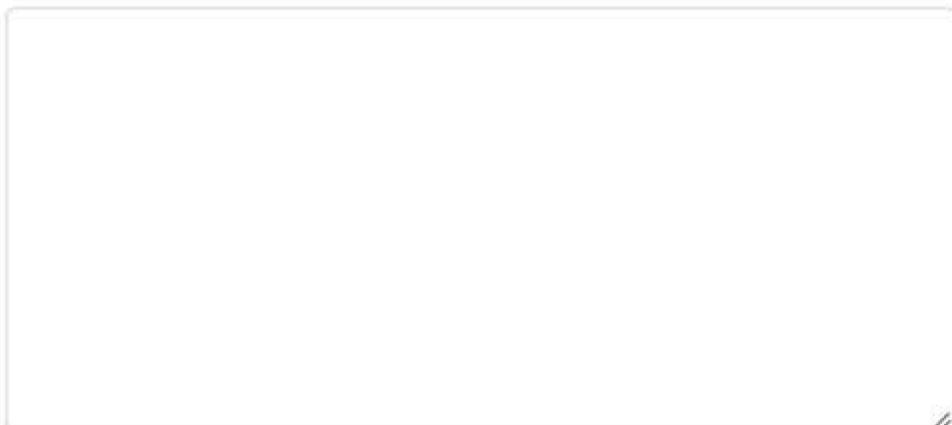
How you would make use of the scholarship?

What effect would your qualification have on your rehabilitation and reintegration with society?

How would you use your qualifications in your future career?

Use as much space as you need if applying online, or an extra sheet as required if applying by post.

**Please introduce yourself and the reasons why you are applying for a scholarship. \***



**Please tell us how you heard about the scholarships offered by the Longford Trust. \***

## References

Please provide full details of two people who have agreed they can send in a written reference to support your academic plans.

If you are a serving prisoner one of your referees must be someone in the Prison Education Department who knows you well. If you are on licence, they must include your probation officer.

Please make sure you include name, address and contact details, especially email addresses for both your referees and explain the person's role under 'How is this person known to you?' We can only proceed with your application if you provide accurate information.

## Referee 1

**Full Name \***

**Email address \***

**Direct phone number \***

**Full postal address \***

**How is this person known to you? \***

**Referee 2**

**Full Name \***

**Email address \***

**Direct phone number \***

**Full postal address \***

**How is this person known to you? \***

Please inform these two individuals that we will be in contact with them. By signing this form you are giving us permission to discuss your scholarship application with your referees. It will help your application if you can provide these references when you submit this form. They can also be posted direct to The Longford Trust, PO Box 72887, London N2 2FG.

## **Declaration**

I declare that all the information given above on this form is correct. I understand that misleading or inadequate information could lead to my Longford Scholarship being withdrawn. I have read the section 'Privacy Policy and Data Protection' at the **end** of the form and accept the details it sets out on how my information will be treated to ensure confidentiality.

**Signed (if by post)**

**Print full name \***

**Date \***

Thank you for completing this form. If you are awarded a scholarship, we will support you during your time at college/university by matching you with a Longford Trust Mentor to help see you through your studies.

I declare that all the information given above on this form is correct. I understand that misleading or inadequate information could lead to my Longford Scholarship being withdrawn.

### **Privacy Policy and Data Protection**

Before signing please carefully how your information will be treated to ensure confidentiality. If you are accept the conditions, tick the box.

This application form is designed to enable you to make the strongest case to the Longford Trust for a scholarship. The information we request helps us understand your educational plans and assess their viability. We treat all information you submit to us as confidential and handle it in line with the principles of the General Data Protection Regulations that came into effect in May 2018, specifically Article 10 which deals with sharing details of criminal convictions, and the Schedule One conditions for targeted and proportionate requests for information from applicants in this regard. That means:

- All information contained in this form will be held securely by the trust from the time you submit it until the completion of the application process. During that time, it will only be accessed by those members of the Longford Trust team whose designated role it is to decide on the awarding of Longford Scholarships. They will not discuss any details of your application with any other person (with the exceptions detailed below).
- If you are not successful in obtaining a scholarship award, we will dispose of the data you have shared with us on this form at the end of the application process in a safe and secure way. We will not retain any on our database.
- If we do make you an offer of a scholarship, that offer will be followed by a face-to-face meeting with one of the Longford Trust team to discuss how our scholarship awards work in practice. As part of that, we will describe to you how we will handle your data going forward from that point.
- By signing this application form, once completed, you are choosing to give us permission to contact your two named referees directly to ask for a reference (even if you have attached/included written references with your application).
- By signing this application form, once completed, you are also choosing to give us permission to contact your named contact at your university of choice to confirm you have a provisional offer of a place.
- In assessing your application, the trustees of the Longford Trust draw on the expertise of a panel of independent experts – the directors of the Prisoners’ Education Trust and of the Prison Reform Trust, and academic Professor Jon Podmore– in deciding which candidates to select for a scholarship. These three individuals will be allowed by the Longford Trust to read your application form on the strict condition that they do not discuss it with anyone else and destroy any copies sent to them after submitting their guidance to the Longford trustees.

I have read these terms and agree to them.

Because our work is funded by grant-making trusts we are often asked about the diversity and ethnic background of those who benefit from a scholarship. You are not obliged to provide the information but it would be helpful:

- Asian or Asian British**  
Includes any Asian background, for example, Bangladeshi, Chinese, Indian, Pakistani
- Black, African, Black British or Caribbean**  
Includes any Black background
- Mixed or multiple ethnic groups**  
Includes any Mixed background
- White** includes any White background
- Another ethnic group**  
Includes any other ethnic group, for example, Arab or
- Prefer not to say**