

LONGFORD TRUST SCHOLARSHIP APPLICATION FORM

HOW TO COMPLETE THIS FORM

- Print this form out in order to complete it by hand, then send by post. (To submit this form online, visit <http://www.longfordtrust.org/scholarships/application/>)
- Feel free to use as many additional sheets as you need and attach them to your application to provide additional information, or if you need more space for an answer. Indicate which question an additional sheet refers to by including the question number on the sheet.
- Once complete, post the form back to **The Longford Trust, PO Box 72887, London, N2 2FG**
- All fields marked with an asterisk (*) are required.
- If you have any questions, contact the admin team on scholars@longfordtrust.org or call 07747 365 037.
- We assess each application on its merits and there is no specific scoring mechanism in our assessments. However, the following things are of particular interest to us in assessing applications:
 - How your degree will support you in finding employment;
 - Your intention to engage with wider society and share your lived experience for the benefit of others;
 - Clear financial plan for how you will support yourself during your studies; and
 - Detailed personal statement explaining why you want to study.
- You can also use this form to apply for a Patrick Pakenham (Law degrees) and Nat Billington (Computer Science degrees) Scholarships.

ELIGIBILITY

Are you eligible?

Please tick all statements that apply to you. If all the statements apply to you then you are eligible to apply for one of our scholarships so please continue with the application. (If any statements do not apply, you are not eligible so please do not spend your time on completing this form.)

- I'm a serving prisoner in a UK prison and preparing for release in the near future. Or I have been released from prison after serving a sentence.
- My university course start date is less than 5 years after my release date.
- I'm aiming for a degree level course offered by a college, university or other institution of higher education, including the Open University.
- I've identified a specific course I want to study and 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 confirm 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.

YOUR CONTACT DETAILS

First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Address Line 1*:	<input type="text"/>
Address Line 2*:	<input type="text"/>
Town/City*:	<input type="text"/>
Postcode*:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

YOUR BACKGROUND

There is no specific age limit for applying for a Longford Scholarship/Patrick Pakenham/Nat Billington Award, but in evaluating those in greatest need of our funding the trustees pay attention to the founding principles of encouraging young people in particular back into education and then on to degree-level employment.

Your date of birth (dd/mm/yyyy)*:	<input type="text"/>
Age:	<input type="text"/>

Q.1 Please tell us of any existing qualifications gained before your prison sentence.

Q.2 Please tell us of any educational courses taken while in prison.

The scholarships are primarily designed for those who have never had the opportunity to undertake higher education before, but we do also 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 is relevant to our next question.



Q.3 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, dates of study and location.

COURSE

Name of higher education course you wish to study*

How many years does the course last?*

Name of university of 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 provisional place?*

- Yes
 No

COURSE ADMINISTRATOR CONTACT DETAILS

Please provide contact details of the person handling your application to your chosen course. We will only contact this person to check that you have made an application and will not share with them any other information provided on this form.

Contact name:*

Address:

Email*:

Phone:



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.

Q.4 Please outline clearly any prison sentences you have served or are serving, stating:

- The offence you were convicted of,
- the date and length of sentence, and
- where it was served.*

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

Are you 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 release?*

Q.5 If you are a serving prisoner, (a) please explain how you would overcome barriers to study (such as available time and access to IT) and (b) 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



Through your next answers please give a full and clear breakdown of your financial requirements and plans. Scholarship awards from us can help with tuition fees, living expenses or a combination of both.

Our typical scholarship awards range between £1,500 and £3,000 per academic year. They are grants, which 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 4 years, subject to reports from your personal tutor.

Note: In this section it is helpful to provide as much detail as possible to each question, to show you have given sufficient thought to how you will manage your finances through the duration of the course. This can include other sources of funds, ideas as to part-time employment etc.

Q.6 What sum of money are you applying for per year from the Longford Trust?* Please give a figure per year.

Note: For first, full-time and part-time degrees you can apply for a student 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 when/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 for one, you need to explain why. If you successfully obtain such a student loan, our scholarship awards are still available to cover additional expenses and costs.

Have you applied for a student loan?*

- Yes
- No

Q.7 If yes, what response have you received? Or if not, please explain why not.*

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

Q.8 Do you have offers of funding from your university, or from any other charity, trust, body or individual towards the cost of your course? If so, please provide details.*



Q.9 Please give details of your current financial circumstances (including any debts or loans) and how you plan to fund yourself through the course of your studies.*

(We appreciate that it may not be clear at this stage and much is up in the air, but the more detail you can provide here to show you have a well thought-out plan or a way to approach things, the better.)

PERSONAL STATEMENT

For your next answer please give us any detail you think might be relevant in explaining your circumstances and how a scholarship would be of benefit to you and more broadly society in general. You can use the following questions to help you structure your personal statement.

- What has led you to choose your subject of study?
- How would you make use of the scholarship?
- What effect would your qualification have on your rehabilitation and reintegration with society?
- Each scholar is matched with a mentor. What would you hope to get out of being mentored?
- How would you use your qualification in your future career?

Note: This is an opportunity for us to get to know you a little bit, **so do use additional sheets** if you need, in order to make a strong argument in your favour.

Q.10 Please introduce yourself and the reasons why you are applying for a scholarship.*



REFERENCES

Please provide all details requested 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 in Q.11 & Q.12. We can only proceed with your application if you provide accurate information.

Note: We understand that you may feel there is nobody you can call on as a referee. If this is the case it makes it much harder for us to assess your application, but we will do so if you provide some background as to why you cannot provide a referee which we will consider.

REFEREE 1

Name*:	<input type="text"/>
Address*:	<input type="text"/>
Email*:	<input type="text"/>
Phone*:	<input type="text"/>

Q.11 How is this person known to you?

REFEREE 2

Name*:	<input type="text"/>
Address*:	<input type="text"/>
Email*:	<input type="text"/>
Phone*:	<input type="text"/>

Q.12 How is this person known to you?

IMPORTANT: 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. However, they can also be posted direct to: **The Longford Trust, PO Box 72887, London, N2 2FG.**

ADDITIONAL INFORMATION



Q.13 Please tell us how you heard about the Longford Trust scholarships.

Q.14 Do you have a disability or learning difficulty (eg dyslexia, dyspraxia) which may have an impact on your studies? If so, please provide a brief description of these challenges*.

Q.15 Do you have a medical or psychiatric condition? If so, please provide a brief description. We do not wish to invade your privacy, and will treat anything you write here in confidence, but it could contribute to us understanding your educational journey*.

Q.16 If you are a serving prisoner, please provide your prison number to make it easier to contact you.

Q.17 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. Please tick the box below that applies to you: (You are not obliged to provide this information, but it would be helpful.)

- Asian or Asian British**
Includes any Asian background, for example, Bangladeshi, Chinese, Indian and 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.
- Prefer not to say**



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 entitled "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. We will also support you on completion of your study through our employability programme.

PRIVACY POLICY AND DATA PROTECTION

Before submitting your form, please read what follows carefully to see how your information will be processed to ensure confidentiality.

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 around sharing details of criminal convictions, and 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/college of choice to confirm that you have a provisional offer of a place or are already studying there.
- In assessing your application, the trustees of the Longford Trust draw on the expertise of a panel of independent experts in deciding which candidates to select for a scholarship. These experts will be allowed by the Longford Trust to read your application form and references on the strict condition that they do not discuss it with anyone else and destroy any hard copies sent to them.