



# 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; please indicate which question an additional sheet refers to by including the question number on the sheet.
- **All fields must be completed**
- If you have any questions, contact the admin team on [scholars@longfordtrust.org](mailto:scholars@longfordtrust.org) or call 07747 365 037.
- Once complete, post the form back to (you don't need a stamp):  
**FREEPOST The Longford Trust, PO Box 72887, London, N2 2FG**

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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:

- 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 plans for how you will support yourself during your studies; and
- Detailed personal statement explaining why you want to study.

## 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 able to wholly finance my studies myself.

I am a British citizen or have the right to remain in the UK.



## YOUR CONTACT DETAILS

**First Name:**

**Last Name:**

**Prison number, if applicable:**

**If still serving a sentence, which prison are you in?:**

**Address:**

**Town/City:**

**Postcode:**

**Email:**

**Phone:**

## 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 their 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):**

**Age:**



## COURSE

Name of higher education course you wish to study or are currently studying:

Name of university (including Open University) or college?

If Open University, please provide your OU number

When did/ do you plan to start your course (month/year)?

When will you graduate (date of graduation)?

Is the course part-time or full-time?

Have you been offered a provisional place?

Yes  No

## COURSE ADMINISTRATOR CONTACT DETAILS

Please provide contact details for 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:

## PREVIOUS EDUCATIONAL ACHIEVEMENTS

Longford scholarships are primarily designed for those who have never had the opportunity to undertake University 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.

**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.**

**Q.3 Have you started and/or completed an undergraduate or postgraduate degree course before prison? If so, please give full details of where, what course, how many points/credits/modules/years completed, course level, and dates of study.**

## YOUR CUSTODIAL HISTORY

Longford Trust 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(s) you were convicted of:

The date(s) and length of sentence(s):

**Q.5 If you are still serving your sentence, when is the earliest you can expect release?**

**Q.6 If you have already been released, please give your date of release.**

**Are you /will you be on licence once released?**

Yes  No

**Are you/or will you be on the sex offenders' register?**

Yes  No

**Q.7 If you are a serving prisoner please explain what resources and time are available to you for studying:**

## FINANCES

Our Longford Scholarships offer financial support with your living costs and accommodation while you are studying. Our typical scholarship awards range between £1,500 and £3,000 per academic year. These awards do not have to be paid back. Our awards are renewed for each year of study for a maximum of 4 years, subject to reports from your personal tutor.

**For first, full-time and part-time degrees and post-graduate courses, Student Loans are available to cover tuition fees and living costs while studying. They are provided by the government (not the Longford Trust). You will need to apply to Student Finance for the loan which you will have to pay back if / when your income after university exceeds a certain level.**

**Have you applied for a Student Loan?**

Yes  No

**Q.8 If, yes what response have you received?**

**Q.9 If you can't get a student loan or you are unwilling to apply for one, please can you explain why? Only in exceptional circumstances would we offer to award a Longford Scholarship to pay tuition fees.**

**Q.10 Do you have offers of funding from your university, or from any other charity, trust, body or individual towards the cost of your studies? If so, please provide details.**

## AWARDS

To help us to assess the financial support we can offer, please provide 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.

**Q.11 Do you have any debts or loans? If so, please give details.**

**Q.12 Whilst you are studying do you intend to take on paid work? If so, please give details.**

**Q.13 Where will you be living? If there are costs involved, please give details.**

**Q.14 Do you have any alternative means of support? If so, please give details.**

**Q.15 Do you have any dependents? If so, please give details.**

**Q.16 Are you in receipt of any additional benefits? If so, please give details.**

## PERSONAL STATEMENT

**Q. 17 Please introduce yourself and the reasons why you are applying for a scholarship.**

Please tell us how a Longford Scholarship would be of benefit to you. 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 within 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.



## REFERENCES

Please provide all details requested of two referees 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, or your Offender Manager.  
If you are on licence, they must include your probation officer.

Please inform these two referees 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.

**We can only proceed with your application if you provide accurate information.**

### REFEREE 1

Name:

Address:

Email:

Phone:

**Q.16 How is this person known to you?**

### REFEREE 2

Name:

Address:

Email:

Phone:

**Q.18 How is this person known to you?**

## ADDITIONAL INFORMATION

**Q.19 Please tell us how you heard about The Longford Trust Scholarships?**

**Q.20 We are welcoming of scholars who identify as neurodivergent and committed to making reasonable adjustments to enable success (in collaboration with you). If you have had an assessment / diagnosis please give details.**

**Q.21 Do you have a medical or psychiatric condition? If so, please provide a brief description. We do not wish to invade your privacy, and treat anything you write here in confidence, but it could contribute to us understanding your educational journey.**

**Q.22 Are you the subject of any ongoing criminal investigations as far as you are aware (eg court cases)? If so, please give details.**

**Q.23 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 for our statistics.)**

- 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
- 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 sent 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 copies sent to them.