



Fundação St. Paul's

**St. Paul's Foundation Scholarship Programme**  
**Regulations and Data Protection Terms | Selection Process 2020-2021**

The St. Paul's Foundation is a not-for-profit organisation that allows gifted children living in Brazil to study at St. Paul's School, São Paulo. The work of the foundation is based on the firm conviction that exceptional young talent in Brazil needs to be recognised and nurtured. The foundation believes that, with access to quality education, such as the education St. Paul's offers, scholars can truly realise their potential. The foundation aims to select scholars to begin their studies at St. Paul's in August 2021.

**1. General information**

- 1.1 These regulations establish the rules, criteria and stages for the selection process of potential candidates who wish to apply for the St. Paul's Foundation Scholarship Programme. ("Regulations"). This document also presents the foundation's data protection terms.
- 1.2 The selection process consists of five (05) consecutive stages:
  - (a) Application form submission and documentation analysis
  - (b) A visit to St. Paul's school to perform online tests and group activities
  - (c) Individual interviews
  - (d) A one-year preparation period including an English immersion course and home visits
  - (e) Final scholars' selection
- 1.3 It is the candidate's responsibility to attend each of the selection steps listed above on the dates previously communicated by the foundation. There will be no second call for any of the activities informed in this regulation. The candidate who does not attend any of the selection process stages, without any prior and justifiable notice, will be disqualified.
- 1.4 The results of each stage will be communicated directly to each candidate by email by the foundation.



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1.5 When applying for the selection process, the candidate and their legal guardians confirm the reading of these regulations and the agreement with all its terms and conditions.

## **2. Scholarship Programme**

2.1 The St. Paul's Foundation Scholarship Programme consists of granting a full scholarship for the selected student to study at St. Paul's School, São Paulo.

### **2.2 Criteria**

To apply for the Scholarship Programme, candidates must meet all the criteria listed below:

- a) To be properly enrolled, in 2020, in a public or private school.
- b) To be between the ages of 11 to 15 on Dec 31<sup>st</sup>, 2020.
- c) To have a family income threshold that shows they could not otherwise afford an education at St. Paul's School.
- d) No fails/disapproval in academic transcripts ("Histórico Escolar") or school record ("boletim")
- e) Strong English language skills.
- f) A unique talent in music, arts, drama or sports is an advantage (not compulsory).
- g) Live in São Paulo, at a maximum travelling distance of one hour and a half from St. Paul's (Rua Juquiá, 166, Jardim Paulistano).
- h) To have the right attitude, drive and commitment to benefit from the opportunities offered by the scholarship programme.

### **2.3 Benefits**

The scholars will have the following benefits:

- Full scholarship to study at St. Paul's School.
- Transport assistance to get to St. Paul's School for the duration of the scholarship. The transport allowance will correspond to the amount to be spent on the transfer by public transport, between the pupil's residence and the school.



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- Food for the school day.
- All didactic material for classes (stationery and technology as necessary).
- School uniform (if necessary).
- Other materials that will eventually be necessary for the scholar's life at school and their participation in school activities (exam fees, trips, excursions, computer, etc.).

### **3. Selection Process**

#### **3.1 Application and documentation analysis**

- 3.1.1 The application must be submitted on the foundation's website ([www.fundacaostpauls.org.br](http://www.fundacaostpauls.org.br)) between 27<sup>th</sup> January and 22<sup>nd</sup> March 2020.
- 3.1.2 Alongside the application made by completing the form, you should upload the following documents:
- A handwritten composition of at most 200 words, based on one of the topics below. Compositions submitted in typing and/or in a language other than English won't be accepted.
    - When I faced a huge challenge I \_\_\_\_\_.
    - I am inspired by \_\_\_\_\_ because \_\_\_\_\_.
    - My dream is to be \_\_\_\_\_ because \_\_\_\_\_.
  - A 90-second video in English introducing yourself. If you have special talents (e.g. music, sports, arts), you can show them in the video (not compulsory). Videos submitted in a language other than English won't be accepted.
  - A screenshot of academic transcripts (Histórico Escolar) and/or the latest academic records (boletins).
- 3.1.3 After applying for the selection process, candidates may receive further requests for documents to prove information.



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3.1.4 Candidates who meet the selection criteria will be contacted by e-mail and will be informed of the date of the next step of the selection process.

**3.2 Visit to St. Paul's, online tests and group activities**

- 3.2.1 The candidate will be informed by email the day he/she should attend St. Paul's School to an appointment which includes a visit to the school facilities (for candidates and their parents), online tests and group activities (for candidates).
- 3.2.2 During this appointment, each candidate may take the online test only once. The test will last three (03) hours and will include cognitive ability and language aptitude analysis but will not assume any specific curriculum knowledge.
- 3.2.3 During the test, communication between candidates will not be allowed.
- 3.2.4 After the online test, candidates can participate in a group activity that will involve conversation and dynamics.
- 3.2.5 The result of the test from this appointment will be communicated to the candidate by email by the third week of April 2020. If the candidate has passed the test, they will also receive information regarding the next stage of the selection process.
- 3.2.6 No appeals and / or revisions of test scores will be made. Evaluations, notes and technical opinions on candidates are confidential and will not be made available to candidates or legal guardians.

**3.3 Individual interview**

- 3.3.1 The foundation will inform the candidates who enter this stage of the date of the individual interview by e-mail.
- 3.3.2 Individual interviews with different members of academic staff will be scheduled for weekdays between 4<sup>th</sup> and 29<sup>th</sup> May 2020.
- 3.3.3 On the day of the individual interview, the candidate must arrive at St. Paul's school 30 minutes in advance.
- 3.3.4 Each interview will last around 30 minutes.



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- 3.3.5 The result of the interview stage will be communicated to the candidate via e-mail by the St. Paul's Foundation team.
- 3.3.6 No appeals and / or revisions of test scores are foreseen at this stage. Evaluations, notes and technical opinions on candidates are confidential and will not be made available to candidates or legal guardians.

#### **3.4 Preparation Course**

- 3.4.1 Only candidates who pass the individual interviews stage will be invited to the final stage of the selection process, which consists of the granting of a one-year preparation course in the English language and preparation for admission to the school.
- 3.4.2 The preparation course will take place in the afternoons between August 2020 to June 2021. The days, times and location of classes will be informed by email by the St. Paul's Foundation three weeks before the start of the course.
- 3.4.3 Classes will be structured according to the school year of each candidate.
- 3.4.4 At this stage, students will be invited to attend events at St. Paul's School to get to know better the environment and to connect with the school community.

#### **3.5 Home visit**

- 3.5.1 Candidates selected for the preparation course will be visited by one or more representatives of the St. Paul's Foundation staff at their residences.
- 3.5.2 The foundation team will contact the candidate and their parents by email to schedule the best day and time for the home visit.
- 3.5.3 Visits can be scheduled for weekends and holidays during the preparation course period.
- 3.5.4 It is recommended that all members of the family are present.
- 3.5.5 Once the visit is scheduled, the candidate cannot reschedule it, except in case of extraordinary problems, which must be previously communicated to the St. Paul's Foundation by telephone and email.



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- 3.5.6 The objective of this stage is to verify if the candidate has a supportive environment and to verify if the income threshold established by the scholarship programme is met. If the income and living standards of the family are not in accordance with the standard of the target public of the project, the St. Paul's Foundation may assess the candidate's declassification of the selection process.
- 3.5.7 No appeals and / or revisions of test scores are foreseen at this stage. Evaluations and technical opinions on candidates are confidential and will not be made available to candidates or legal guardians.

**4. Scholar selection and grant of benefits**

- 4.1 The St. Paul's Foundation will select up to two candidates who have taken the preparation course to receive the St. Paul's School Scholarship.
- 4.2 Successful candidates will be selected according to the foundation's criteria, considering all the activities carried out during the selection process.
- 4.3 The result will be communicated to those selected by e-mail, by the end of June 2021.
- 4.4 Approved students must attend the school, accompanied by their legal representatives, in order to register their enrolment. The foundation team will contact the student to schedule the date and time of this activity, and to provide information on what documents will be required upon enrolment.
- 4.5 It is only after the signature of the commitment letter that the candidate has officially become a St Pauls Scholarship holder and will be entitled to benefits granted by the foundation.
- 4.6 No appeals and / or revisions of test scores are foreseen at any stage of the selection process. All information related to the process, including, but not limited to (i) test results; (ii) technical opinions; and (iii) performance of candidates are confidential and will not be provided or disclosed to the candidate or his or her legal representatives.



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**5. Data Protection Terms**

5.1 By reading these regulations, the candidate and their family accept and agree with the foundation's privacy policy, and agree with the way it will process the application data.

5.2 The foundation collects information that is specifically provided by the candidate as part of an application process. The St. Paul's Foundation and St. Paul's School intend to use the information provided in the application, following the candidates' rights under data protection law. The data collected will be as following:

5.2.1 Personal information: name, address, email, telephone number, date of birth, family monthly income, video recording, picture, written letter and school grade reports.

5.2.2 Equal opportunities monitoring information (defined as special categories data)

5.2.3 Answers to application questions

5.2.4 Other information candidates wish to provide in support of their application

5.3 The data provided by will be:

5.3.1 Held on the foundation's computer systems and may be downloaded by the foundation's staff

5.3.2 Will be used to assess the candidate's application

5.3.3 Will be made available to the foundation's staff and its processors

5.3.4 Will be used for communication with the candidates

5.3.5 Will be used to satisfy legal requirements

5.3.6 Will be used for statistical analysis

5.4 The St. Paul's Foundation will store the candidate's application data for five years after the scholarship selection process has closed. After this period, it will be fully anonymised.



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- 5.5 The foundation collects the candidate's data for both statistical analysis and extraction as part of a successful application process into the St. Paul's School application processing system.
- 5.6 The St. Paul's Foundation will provide reasonable access to candidates who wish to review the personal information retained when they apply via website and correct any inaccuracies it may contain. The candidate may access the information provided, correct and update their details, or withdraw the details at any time during the application process. To do this, the candidate can access their data by using the secure unique link provided on application submission. In all cases the foundation will treat requests to access information or change information in accordance with applicable legal requirements.
- 5.7 The candidate has the following rights in relation to the way in which the foundation deals with their personal data:
- 5.7.1 the right of erasure or to be forgotten
  - 5.7.2 the right to rectification if information is inaccurate or out of date
  - 5.7.3 the right of data portability (to obtain and reuse your personal data)
  - 5.7.4 the right to object to the data controller and processors handling of your personal data.
  - 5.7.5 the right to withdraw your consent with regards to the handling of your personal data
  - 5.7.6 the candidate has the right to ask for a copy of the information the foundation holds about them (contact: [contato@fundacaostpauls.org.br](mailto:contato@fundacaostpauls.org.br) )
  - 5.7.7 the candidate has the right to lodge a complaint with a supervisory authority
- 5.8 Where the candidate exercises their right to object or withdraw their consent, the foundation may process the candidate's personal data without their knowledge or consent, where the foundation is permitted or





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required by law or regulatory requirements to do so. In such a case, the foundation will not process more personal data than is required under the circumstances.

- 5.9 The candidate who is not satisfied by the foundation's data protection policy can make a complaint to [contato@fundacaostpauls.org.br](mailto:contato@fundacaostpauls.org.br). If the candidate remains unhappy, they have the right to refer the matter to the Autoridade Nacional de Proteção de Dados (ANPD).
- 5.10 The St. Paul's Foundation Data Protection Officer is Ana Paula Rosas Batista, and she can be contacted on [anapaula.rosas@fundacaostpauls.org.br](mailto:anapaula.rosas@fundacaostpauls.org.br) or +55 11 3087-3393.