



Fundação St. Paul's

St. Paul's Foundation Scholarship Programme Regulations and Data Protection Terms | Selection Process 2023-2024

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 2024.

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
 - (c) Individual interviews
 - (d) A preparation course for a period of up to a year including an English immersion course and interview with family members
 - (e) Final scholars' selection
- 1.3 The stages b, c and d will happen presentially, under strict respect to sanitary protocols, unless otherwise determined by public health authorities. The referred stages can also happen either online/remotely, if applicable. Dates previously announced are also subject to further changes, and the St. Paul's Foundation staff must decide and communicate this accordingly to candidates.
- 1.4 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



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regulation. The candidate who does not attend any of the selection process stages, without any prior and justifiable notice, will be disqualified.

- 1.5 The results of each stage will be communicated directly to each candidate by email by the Foundation.
- 1.6 When applying for the selection process, the candidate and their legal guardians confirm the reading of these regulations and data protection specifics, 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 2023, in a public or private school.
- b) To be between the ages of 11 to 14 on Dec 31st, 2023.
- 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), since the moment of application.
- h) To have the right attitude, drive and commitment to benefit from the opportunities offered by the scholarship programme.



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2.3 Benefits

The scholars will have access to 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.
- Food for the school day, though the school food pass.
- 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, academic and enrichment trips, computer, etc.). Other specific situations will be analysed by the St. Paul's Foundation staff on a case-by-case basis.

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) between 30th January at 9 a.m., and 13th March 2023 at 5 p.m.

3.1.2 Alongside the application made by completing the form, you should upload the following documents:

- A handwritten composition of a maximum length of 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**.
 - What do you like most about yourself right now? And why?
 - What do you think will be different about the world when you are an adult?
 - How would your friends describe you?
- A 90-second video in English introducing yourself and explaining why you wish to be granted a full scholarship. If you have special



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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 legible screenshot of the latest academic records/boletim, with all the grades from 2022 (**mandatory**) and a legible screenshot of the academic transcripts/Histórico Escolar (desirable).
- 3.1.3 After applying for the selection process, candidates may receive further requests from Fundação St. Paul's for documents to prove family income information.
- 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 steps of the selection process.

3.2 Visit to St. Paul's and online tests

- 3.2.1 The candidate will be informed by email about the day they should attend St. Paul's School to an appointment which includes a visit to the school facilities (for candidates and their parents) and online tests (for candidates).
- 3.2.2 Candidates must abide to the health protocols determined by the school and the health authorities. Candidates will only be able to participate in this stage of the process if all the determined health and safety conditions are respected.
- 3.2.3 During this appointment, each candidate may take the online test only once. The test will be three approximately (03) hours long and will include cognitive ability and language aptitude analysis but will not request any specific curriculum knowledge.
- 3.2.4 During the test, communication between candidates will not be allowed.
- 3.2.5 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.



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3.3 Individual interview

- 3.3.1 The Foundation will e-mail the candidates who enter this stage of the date of the individual interview.
- 3.3.2 Individual interviews with different members of academic staff will be scheduled for weekdays in April and May, in specific dates to be informed via e-mail by the St. Paul's Foundation.
- 3.3.3 This stage will happen presentially, under strict respect to sanitary protocols, if applicable. This stage can happen online/remotely, if the the St. Paul's Foundation team evaluate this as the safest condition for everyone.
- 3.3.4 If presential, on the day of the individual interview, the candidate must arrive at St. Paul's school 30 minutes in advance.
- 3.3.5 If online, St. Paul's Foundation team will provide the candidate with acess information for the meeting and details on the platform.
- 3.3.6 Each interview will last around 30 minutes.
- 3.3.7 The result of the interview stage will be communicated to the candidate via e-mail by the St. Paul's Foundation team.
- 3.3.8 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 and English Immersion

- 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 up to 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 2023 and may last until June 2024. The days, times and location of classes will be informed by email by the St. Paul's Foundation two weeks before the start of the course.
- 3.4.3 The preparation course may happen online/remotely, if the the St. Paul's Foundation team evaluate this as the safest condition.



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3.4.4 Classes will be structured minding the school year of each candidate.

3.4.5 At this stage, students can be invited to attend events at St. Paul's School or online sessions to connect with the school community.

3.5 Interview with family members and psychological tests

3.5.1 Candidates selected for the preparation course will be visited by one or more members of St. Paul's Foundation staff at their homes for interviews with the family members. Interviews may also happen remotely, if applicable.

3.5.2 The Foundation team will contact the candidate and their parents/legal representatives by email to schedule the best day and time for the interview.

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 attend the occasion.

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/or email.

3.5.6 The goal for 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 Candidates qualified for the preparation course will also sit psychological tests, led by a professional connected to the St. Paul's Foundation. Parents or legal guardians may also be part of the assessment, if necessary.

3.5.8 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.



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4. Scholar selection and grant of benefits

- 4.1.1 The St. Paul's Foundation will select candidates who have taken the preparation course to receive the St. Paul's School Scholarship.
- 4.1.2 Successful candidates will be selected according to the Foundation's criteria, considering all the activities carried out during the selection process.
- 4.1.3 The result will be communicated to those selected by e-mail, by mid July 2024.
- 4.1.4 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.
- 4.1.5 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.
- 4.1.6 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.

5. Data Protection Terms

- 5.1 By reading these regulations and data protection terms, the candidate and their family accept and agree with the Foundation's privacy policy, available at www.fundacaostpauls.org.br 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



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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 St. Paul's Foundation and St. Paul's School collect the biometric record of candidates invited to the English preparation and immersion course for identification and security purposes when entering Our Grounds.
- 5.4 The data provided by will be:
- 5.4.1 Held on the Foundation's computer systems and may be downloaded by the Foundation's staff
 - 5.4.2 Will be used to assess the candidate's application
 - 5.4.3 Will be made available to the Foundation's staff and its processors
 - 5.4.4 Will be used for communication with the candidates
 - 5.4.5 Will be used to satisfy legal requirements
 - 5.4.6 Will be used for statistical analysis
- 5.5 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.
- 5.6 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.



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- 5.7 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.
- 5.8 The candidate has the following rights in relation to the way in which the Foundation deals with their personal data:
- 5.8.1 the right of erasure or to be forgotten
 - 5.8.2 the right to rectification if information is inaccurate or out of date
 - 5.8.3 the right of data portability (to obtain and reuse your personal data)
 - 5.8.4 the right to object to the data controller and processors handling of your personal data.
 - 5.8.5 the right to withdraw your consent with regards to the handling of your personal data
 - 5.8.6 the candidate has the right to ask for a copy of the information the Foundation holds about them (contact: contato@fundacaostpauls.org.br)
 - 5.8.7 the candidate has the right to lodge a complaint with a supervisory authority
- 5.9 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 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.



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- 5.10 The candidate who is not satisfied by the foundation's data protection policy can make a complaint to dpo@stpauls.br . If you the candidate remains unhappy, they have the right to refer the matter to the Autoridade Nacional de Proteção de Dados (ANPD).
- 5.11 The St. Paul's Foundation Data Protection Officer can be contacted through the e-mail dpo@stpauls.br or +55 11 3087-3393.