



Fundação St. Paul's

St. Paul's Foundation Scholarship Programme Regulations | Selection Process 2024-2025

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 St. Paul's 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 School offers, scholars can truly realise their potential.

The St. Paul's Foundation aims to select scholars to begin their studies at St. Paul's in August 2025.

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").

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, unless otherwise determined by St. Paul's Foundation. The reffered stages can also happen either online, if applicable.

1.4 It is the candidate's responsibility to attend each of the selection steps listed above on the dates previously communicated by the St. Paul's Foundation. There will be no second call for any of the activities informed in these Regulations. The candidate who does not attend any of the



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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 St. Paul's Foundation.

1.6 When applying for the selection process, the candidate and their legal guardians confirm the reading of these Regulations.

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 2024, in a public or private school.
- b) To be between the ages of 11 to 14 on Dec 31st, 2024.
- 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 School (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:

- a) Full scholarship to study at St. Paul's School.
- b) 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 St. Paul's School.
- c) Food for the school day, though the school food pass.
- d) All didactic material for classes (stationery and technology as necessary).
- e) School uniform (if necessary).
- f) 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.).
- g) Other specific situations will be analysed by the St. Paul's Foundation on a case-by-case basis.

3. Selection Process

3.1 Application and documentation analysis

- a) The application must be submitted to the St. Paul's Foundation's website (www.fundacaostpauls.org.br) between 29th January at 9 a.m., and 19th March 2024, at 5 p.m.
- b) Alongside the application made by completing the form, the candidates 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**.



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- 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 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 photo of the candidate in .jpg or .png digital format (required). The photo will be used exclusively in the internal processes of the St. Paul's Foundation in organizing candidate data and to facilitate their identification at each stage described in these Regulations.
 - A legible screenshot of the **latest academic records/boletim, with all the grades from 2023 (mandatory)** and a legible screenshot of the academic transcripts/Histórico Escolar (desirable).
- c) After applying for the selection process, candidates may receive further requests from St. Paul's Foundation for documents to prove family income information.
- d) 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 School and online tests

- a) 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).



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- b) Candidates will only be able to participate in this stage of the process if all the determined health and safety conditions are respected.
- c) During this appointment, each candidate may take the online test only once. The test will be three approximately 3 (three) hours long and will include cognitive ability and language aptitude analysis but will not request any specific curriculum knowledge.
- d) During the test, communication between candidates will not be allowed.
- e) If the candidate has passed the test, they will also receive information via e-mail by St. Paul's Foundation regarding the next stage of the selection process.
- f) 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

- a) The St. Paul's Foundation will e-mail the candidates who enter this stage of the date of the individual interview.
- b) Individual interviews with different members of academic staff of St. Paul's Foundation will be scheduled for weekdays in April and May, in specific dates to be informed via e-mail by the St. Paul's Foundation.
- c) This stage will happen presentially. This stage can happen online, if the the St. Paul's Foundation evaluate this as the best option for everyone.
- d) If presential, on the day of the individual interview, the candidate must arrive at St. Paul's School 30 minutes in advance.



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- e) If online, St. Paul's Foundation will provide the candidate with access information for the meeting and details on the platform.
- f) Each interview will last around 30 minutes.
- g) The result of the interview stage will be communicated to the candidate via e-mail by St. Paul's Foundation.
- h) 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

- a) 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 the final admission test of St. Paul's Foundation Scholarship Programme.
- b) The preparation course will take place in the afternoons between August 2024 and may last until June 2025. The days, times and location of classes will be informed by e-mail by the St. Paul's Foundation 2 (two) weeks before the start of the course.
- c) The preparation course may happen online, if the the St. Paul's Foundation evaluate this as the safest condition.
- d) Classes will be structured minding the school year of each candidate.
- e) At this stage, students can be invited to attend events at St. Paul's School or online sessions to connect with the school community.



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- f) 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.

3.5 Interview with family members and psychological tests

- a) 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.
- b) The St. Paul's Foundation will contact the candidate and their parents/legal representatives by e-mail to schedule the best day and time for the interview.
- c) Visits can be scheduled for weekends and holidays during the preparation course period.
- d) It is recommended that all members of the family attend the occasion.
- e) 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.
- f) 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.
- g) 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.



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- h) 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

- a) The St. Paul's Foundation will select candidates who have taken the preparation course to receive the St. Paul's School Scholarship.
- b) Successful candidates will be selected according to the St. Paul's Foundation's and St. Paul's School criteria, considering all the activities carried out during the selection process.
- c) The result of St. Paul's Foundation Scholarship Programme will be communicated to those selected by e-mail, by mid July 2025.
- d) Approved students must attend the St. Paul's School, accompanied by their legal representatives, in order to register their enrolment. The St. Paul's Foundation will contact the student to schedule the date and time and to provide information on what documents will be required upon enrolment.
- e) It is only after the signature of the commitment letter that the candidate has officially become a St. Paul's Scholarship holder and will be entitled to benefits granted by the St. Paul's Foundation.
- f) 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. Personal Data Protection



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5.1 By reading these Regulations, the candidate and their legal guardians are aware of St. Paul's Foundation Privacy Policy, which is available at www.fundacaostpauls.org.br, and understand that St. Paul's Foundation processes their personal data in order to facilitate the Scholarship Programme.

5.2 The St. Paul's Foundation collects personal data that is specifically provided by the candidate and their legal guardians as part of an application process. The St. Paul's Foundation and St. Paul's School use the information provided in the application, following the candidates' rights under data protection law, especially Law nº 13.709 – Brazilian General Data Protection Law.

5.3 The personal data collected will be as following:

a) Personal data collected in the application form:

Candidates' personal data: full name, gender, address, e-mail, telephone number, date of birth, family information, academic transcripts/school records, languages, disability information, video recording, picture, written letter.

Personal data of the candidate's legal guardians: full name, address, e-mail, telephone number, occupation and family income.

- b) Candidates' responses obtained during the Scholarship Programme stages;
- c) Results of psychological tests of candidates, according to item 3.5 of these Regulations;
- d) Equal opportunities monitoring information, including information related to the candidate's health, provided by candidate himself/herself or his/her legal guardian;



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- e) Other information candidates wish to provide in support of their application.
- 5.4 The St. Paul's Foundation and St. Paul's School collect the biometric data of candidates invited to the English preparation and immersion course, according to item 3.4 of these Regulations, for identification and security purposes when entering our grounds.
- 5.5 The personal data of the candidate and their legal guardians will be kept securely in the St. Paul's Foundation and St. Paul's School systems, and can only be accessed by authorized teams and will be used for the following purposes:
- a) to assess the candidate's application;
 - b) for communication with the candidates and their legal guardians;
 - c) to satisfy legal obligations to which St. Paul's Foundation and St. Paul's School are subject.
- 5.6 The St. Paul's Foundation and St. Paul's School will store personal data of the candidate and their legal guardians for five years after the scholarship selection process has closed. After this period, the data will be fully anonymized (a process by which, through technical means, personal data loses the possibility of association, directly or indirectly, with an individual).
- 5.7 The St. Paul's Foundation may use personal data of the candidate and their legal guardians for statistical analysis related to the Scholarship Programme.
- 5.8 The St. Paul's Foundation will provide reasonable access to candidates who wish to review their personal information retained when they apply via website and correct any inaccuracies it may contain. The candidate may access their personal data provided, correct and update their details, or withdraw the details at any time during the application process.



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To do this, the candidate can access their personal data by using the secure unique link provided on application submission. In all cases the St. Paul's Foundation will treat requests to access information or change information in accordance with applicable legal requirements.

5.9 The candidate and their legal guardians have the following rights in relation to the way in which the St. Paul's Foundation processes their personal data:

- a) the right to confirm whether St. Paul's Found and St. Paul's School process their personal data;
- b) the right to access their personal data;
- c) the right to rectification if their personal data is inaccurate or out of date;
- d) the right to anonymize, block or eliminate personal data that is unnecessary, excessive or processed in non-compliance with the Brazilian General Data Protection Law;
- e) the right of data portability (to obtain and reuse your personal data);
- f) the right to to know the public and private entities with which the St. Paul's Foundation and the St. Paul's School shared their personal data;
- g) the right to information about the possibility of not providing consent for the processing of personal data, when applicable, and about the consequences of refusal;
- h) the right to withdraw your consent for the processing of personal data, in cases where the processing is based solely on consent and is not essential to comply with legal, regulatory and contractual obligations;
- i) the right to delete personal data processed based on consent;
- j) the right to review automated decisions with personal data;
- k) the right to object to the processing carried out based on one of the hypotheses of exemption from consent, in case of non-



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compliance with the provisions of the Brazilian General Data Protection Law.

5.10 St. Paul's Foundation and St. Paul's School will endeavor to comply with all requests from personal data subjects and reserves the right not to comply with requests to delete personal data in certain situations, e.g. compliance with a legal or regulatory obligation by the data controller and/or if the law or regulation provides minimum periods for retention of personal data. Otherwise, within the legal deadline, St. Paul's Foundation will comply with the request or, if this is not possible, notify the personal data subject, stating the factual or legal reasons that prevent compliance.

5.11 The above data subject rights can be exercised by contacting the Data Protection Officer via email at dpo@stpauls.br or by telephone on +55 11 3087-3393. Any questions or concerns regarding the personal data protection practices of St. Paul's Foundation or St. Paul's School can also be addressed through these contacts.