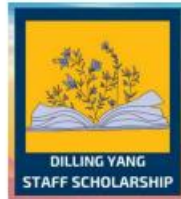


# Dilling Yang Staff Scholarship Program Guidelines

Grow your talents



Develop your skills

Thank you for your interest in the Dilling Yang Staff Scholarship Awards. The following guidelines will help you with your application. To apply for a scholarship award, please review these guidelines and complete a [Dilling Yang Staff Scholarship Application Form](#).

If you have any questions, please email [barb.freeman@hr.ucsb.edu](mailto:barb.freeman@hr.ucsb.edu) or call x-3133.

1. The purpose of the Staff Scholarship Awards is to support the professional development of non-probationary career staff with a full-time-equivalent salary less than or equal to \$85,000/year (\$7,083/month).
2. Granting of the scholarship awards is selective; not all applicants may receive funding.
3. Generally, scholarship awards will be granted up to \$750 per person per year. Other amounts may be considered for higher tuition costs for UCSB undergraduate and graduate courses with a \$1,500 limit per person, per year for UCSB academic courses.
4. For all professional development activities, other than UCSB Human Resources Training classes, **proof of registration and payment must be submitted with the scholarship application.**
5. Scholarship applications must be submitted for a SPECIFIC quarter (Summer, Fall, Winter, or Spring) in the current scholarship year (July-June). Applications intended to cover an entire year will NOT be accepted.
6. Scholarship applications must indicate the SPECIFIC title of the professional development activity for which funding is being requested.
7. Application submission deadline dates for priority consideration are as follows. Note: Late applications may be considered.

Summer professional development activities (Jul 1 - Sep 30):	<b>August 1st</b>
Fall professional development activities (Oct 1 - Dec 30):	<b>October 1st</b>
Winter professional development activities (Jan 1 – Mar 31):	<b>January 1st</b>
Spring professional development activities: (Apr 1 – Jun 30):	<b>April 1st</b>
8. Awards can be used **for registration and educational fees only** for courses, training and other learning opportunities offered at **UCSB only**. Examples include:
  - UCSB [undergraduate and graduate](#) courses including [Fee Reduction](#)
  - UCSB [Professional and Continuing Education \(PaCE\)](#) courses including [Open University](#)
  - UCSB [HR Training & Development Courses](#) courses and workshops (e.g., Supervisory Certificate Program, Management Development Series)
  - Other UCSB professional development opportunities such as [Crucial Conversations](#)
9. If your application is approved, reimbursement payment will be issued by Human Resources, providing that **proof of registration and payment has been received** by HR Training.
10. Within two weeks following the professional development activity, an [evaluation form](#) must be completed and returned to HR Training & Development.
11. A certificate of recognition will be granted to each scholarship recipient following the conclusion of the scholarship year.