The Subsidy Program for currently enrolled students is designed to defray cost and customize the setting and location of their qualifying, school-related child care occurring in Arizona.

Undergraduate and Graduate/Professional Student Eligibility
- 2015/2016 undergraduate and graduate/professional students must be currently enrolled in the University of Arizona, plus have demonstrated need and a completed Free Application for Federal Student Aid (FAFSA) on file with the Office of Scholarships & Financial Aid (OSFA). Full- and part-time students are eligible.
- Highest priority for undergraduate students will be given to full-time (12 credit hours or more) freshmen.
- Graduate/professional students must be enrolled for 6 credit hours if also teaching.
- As applicable, eligible students interested in Subsidy-assisted child care for students’ classroom commitments, will be asked to verify that the child(ren)’s other parent in the household is employed, enrolled in school, or has a documented disability that prevents full-time parenting.
- Eligible students may be asked to provide additional information when the child(ren)’s other parent in the household is an UA employee or UA student.
- Eligible students’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.
- Subsidy awards must occur during one’s active student enrollment with the University, and in both the corresponding academic year and July 1-June 30 fiscal year periods.

Undergraduate and Graduate/Professional Eligibility for International Students
- 2015/2016 undergraduate and graduate/professional international students must be currently enrolled in the University of Arizona. Full- and part-time international students are eligible.
- Highest priority for international undergraduate students will be given to full-time (12 credit hours or more) freshmen.
- Graduate/professional international students must be enrolled for 6 credit hours if also teaching.
- Undergraduate and graduate/professional International students applying for the Student Child Care & Housing Subsidy Program, who are not citizens or permanent residents of the United States must:
  - Complete the Student Child Care & Housing Subsidy Program electronic, E-Application form at http://www.lifework.arizona.edu/cc/student_child_care_subsidy_program.
  - Complete the OSFA-provided Financial Need Calculation for International Students form and submit by email to lwcsubsidy@email.arizona.edu.
  - Take a screen shot of the completed Expected Family Contribution (EFC) Calculator results from this OSFA-provided link - http://www.finaid.org/calculators/quickefc.phtml and email the results to lwcsubsidy@email.arizona.edu.
- As applicable, eligible international students interested in Subsidy-assisted child care for students’ classroom commitments, will be asked to verify that the child(ren)’s other parent in the household is employed, enrolled in school, or has a documented disability that prevents full-time parenting.
- Eligible international students may be asked to provide additional information when the child(ren)’s other parent in the household is an UA employee or UA student.
- Eligible international students’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.
- Subsidy awards must occur during one’s active international student enrollment with the University, and in both the corresponding academic year and July 1-June 30 fiscal year periods.

Child’s Eligibility
- UA individuals must meet qualifying program criteria regarding their student eligibility and status.
- Additionally, this program is only available to the legal, dependent children of eligible UA students (this includes children by birth or adoption, foster children and children by court order) or for children who meet the University’s dependent(s) status definition used for qualifying UA student health coverage.
- The age range for dependent children is birth-12 years.
Qualifying Child Care
Child care occurring in Arizona for students’ classroom commitments must fall into one of the following categories:

- either a small family child care home certified by the Department of Economic Security (DES);
- either a family child care group home certified by the Department of Health Services (DHS);
- either a child care center licensed by the Department of Health Services (DHS);
- programs sponsored by the University of Arizona

Additionally:

- Multiple child care arrangements are often necessary and are eligible for awards.
- No assistance will be awarded when a public school alternative is available.
- Assistance may not be used for optional classes offered at an additional cost during regular child care hours.
- Assistance may not be used for a child care provider who comes into the student’s home.
- Exceptions are permitted only in the case of a before and/or after school program or intercession program sponsored by a school district, and child development programs (child care centers and family child care homes) with a valid Department of Defense (DoD) Certificate to Operate.
- Programs offering experiences as “camp” or “recreational” opportunities and where participants are allowed to sign themselves in/out, and non-child care tuition, are not eligible for Subsidy submission.

Amount of Financial Assistance

- Academic year 2015/2016 awards are anticipated to be $1,000 per semester (priority for fall and/or spring semesters). As applicable, Summer Session 1 awards are contingent upon Subsidy availability.
- Award amounts are for this corresponding academic and July 1-June 30 fiscal year periods, and may be subject to future revision.
- In the case of two parents who are currently enrolled UA students, Subsidy monies will be awarded to a single individual on behalf of the family.
- In the case of two UA parents comprised of a currently enrolled UA student and a current UA employee eligible for full benefits, the pair selects the Child Care Voucher Program for employees eligible for full benefits, on behalf of the family.
- In the case of a currently enrolled UA student who concurrently becomes an employee eligible for full benefits, the individual selects the employee Child Care Voucher Program. Call (520) 621-4365 if you have questions.
- If parents remove their children from qualified child care and this results in a refund to the parents, that portion of costs previously awarded by the Student Child Care & Housing Subsidy Program, is requested to be returned to this office within 30 days.
- UA Life & Work Connections’ Child Care and Family Resources is responsible for the administration of funds. Correspondence can be sent by mail to 1125 N. Vine, Room 211, Tucson, AZ, 85721 or by fax to (520) 621-4474, and telephone inquiries may be directed to (520) 621-4365.
- The Student Child Care & Housing Subsidy Program is contingent upon funding, assessment of need, and distribution method. In order to manage limited resources and provide equitably across the student population, funding assistance for the entire fiscal year cannot be guaranteed. Once funds are dispersed, a contact list will be maintained.

Application

1. It is the student’s responsibility to be knowledgeable about program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply Subsidy monies in accordance with Program Guidelines and application submittals to meet classroom commitments. Email lwcsubsidy@email.arizona.edu or call (520) 621-4365 if you have questions.

2. Eligible students’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.

3. Enrolled students not complying with Program Guidelines and application requirements may be disqualified from the Subsidy Program.


5. From a secure site, eligible students will be asked for (a) their UA NET ID and password and (b) the Subsidy Program Enrollment Verification Form completed by the student’s child care provider at the beginning of the fall and/or spring semesters (or as applicable, Summer Session 1 contingent upon Subsidy availability). Call (520) 621-4365 if you have questions.
6. E-Applications may be submitted throughout each July 1-June 30 fiscal year. Unless otherwise noted, students will submit one (1) E-Application during the appropriate fiscal year. Program funding and materials reflect a July 1-June 30 fiscal year period.

7. E-Application forms are automatically dated upon receipt, and are processed on a first come, first served basis. You will receive an auto-reply confirming submittal status through your UA email account. Our office will contact you if there are questions.

8. Approval is based upon the date of the completed submittal. Incomplete submitals delay the approval process.

9. This office will verify student eligibility and financial aid status. As applicable, eligible students interested in Subsidy-assisted child care for students’ classroom commitments, will be asked to verify that the child(ren)’s other parent in the household is employed, enrolled in school, or has a documented disability that prevents full-time parenting. Eligible students may be asked to provide additional information when the child(ren)’s other parent in the household is also an UA employee or UA student. Subsidy awards must occur during one’s active student enrollment with the University, and in both the corresponding academic year and July 1-June 30 fiscal year periods.

10. The student-provided UA email account on the E-Application form will be used to disseminate listserv and other related information. The student-provided home address will be used for U.S. Mail. Call (520) 621-4365 to provide student, family and enrollment information changes, or if you have questions.

11. In the case of two parents who are currently enrolled UA students, Subsidy monies will be awarded to a single individual on behalf of the family. Eligible students must have demonstrated need with the Office of Scholarships & Financial Aid (OSFA).

12. In the case of two UA parents comprised of a currently enrolled UA student and a current UA employee eligible for full benefits, the pair selects the Child Care Voucher Program for employees eligible for full benefits, on behalf of the family. Eligible students must have demonstrated need with the Office of Scholarships & Financial Aid (OSFA).

13. In the case of a currently enrolled UA student who concurrently becomes an employee eligible for full benefits, the individual selects the employee Child Care Voucher Program. Call (520) 621-4365 if you have questions.

14. UA individuals must meet qualifying program criteria regarding their student eligibility and status. Additionally, this program is only available to the legal, dependent children of eligible UA students (this includes children by birth or adoption, foster children and children by court order) or for children who meet the University’s dependent(s) status definition used for qualifying UA student health coverage. The age range for dependent children is birth-12 years.

15. As the selection of child care is the exclusive responsibility of parents, the child care provider chosen will be asked to confirm certain information. This includes confirming the provider meets the description of a qualifying child care provider (or permitted exception) as described in the Program Guidelines for child care service occurring in both the corresponding academic year and July 1-June 30 fiscal year periods.

16. Students may request a child care consultation to learn about options by email or by calling (520) 621-9870.

17. OSFA identifies colleges with financial aid offices or that offer specialized web information for students. Such students are requested to contact their respective college for further assistance when applying for the Subsidy Program.

For more information, visit UA Life & Work Connections at www.lifework.arizona.edu, OSFA at http://financialaid.arizona.edu, the James E. Rogers College of Law at https://law.arizona.edu, the College of Nursing at https://financialaid.arizona.edu/graduate/college-nursing-financial-aid and at http://www.nursing.arizona.edu/scholarship-opportunities, the College of Medicine at http://financial-aid.medicine.arizona.edu and the College of Medicine-Phoenix at http://phoenixmed.arizona.edu/financial-aid.

18. OSFA provides a current academic year “Cost of Attendance (Budget) Evaluation” form at http://financialaid.arizona.edu/sites/financialaid.arizona.edu/files/2015-2016%20RBUD.pdf. If this, or other OSFA forms are applicable to you, follow OSFA instructions for submittals. Students are responsible for informing the Subsidy Program about OSFA’s determination at the conclusion of the process.
19. Students are responsible for providing UA Life & Work Connections with correct student, family and child care information, and for notifying this department of any information changes in a timely manner, including UA email account changes. Incomplete or delayed Subsidy communications and awards resulting from such inaccuracies, are the responsibility of the student. Call (520) 621-4365 if you have questions.

**Award**

1. It is the student’s responsibility to be knowledgeable about program content; to accurately complete, submit and update program information in a timely manner; and to receive and apply Subsidy monies in accordance with Program Guidelines and application submittals to meet classroom commitments. Call (520) 621-4365 if you have questions.

2. Eligible students’ first and last names should match the names used by the University. Please inform our office when spelling and hyphenating changes occur.

3. Enrolled students not complying with Program Guidelines and application requirements may be disqualified from the Subsidy Program.

4. Subsidy awards are considered part of a student’s financial aid package and any child care award will be deposited in a student’s bursar account. For students receiving award notification, please note Enrollment Verification Form directions for deadline completion and submittal to UA Life & Work Connections at the beginning of the fall and/or spring semesters (or as applicable, Summer Session 1 contingent upon Subsidy availability).

5. If awarded, students will be notified of eligibility, award and/or contact list status, through their UA email account. There can be up to a six (6) week period between the first day of school for the fall and/or spring semesters and the deposit date in students’ bursar account (or deposit date in international students’ account equivalency as determined by OSFA).

6. Awarded students must submit a completed Enrollment Verification Form by electronically scanned copy to lwcsubsidy@email.arizona.edu before funds are dispersed. Call (520) 621-4365 if you have questions.

7. The Student Child Care & Housing Subsidy Program is intended for child care expenses occurring in Arizona that are related solely to the UA student’s status and classroom commitments.

8. The Student Child Care & Housing Subsidy Program is funded within a July 1-June 30 fiscal year period.

9. Students are responsible for providing UA Life & Work Connections with correct student, family and child care information, and for notifying this department of any contact information changes in a timely manner, including UA email account changes. Incomplete or delayed Subsidy communications and awards resulting from such inaccuracies, are the responsibility of the student. Call (520) 621-4365 if you have questions.

**Dependent Care and Tax Liability Issues**

Child care can be a major expense for many students. Please contact a professional tax advisor to determine if you are eligible for a tax credit. Additionally, subsidized monies applied toward child care can be considered “scholarship” income and may be subject to taxation. This information is not intended to serve as tax advice. Please consult your professional tax advisor to identify full tax implications of program use and to determine the optimal use of dependent care offerings.

Thank you for your Guidelines review. Please contact our office if you have related questions:

**Child Care and Family Resources**

(520) 621-4365

[www.lifework.arizona.edu](http://www.lifework.arizona.edu)

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The Student Child Care & Housing Subsidy Program is contingent upon funding, assessment of need, and distribution method. In order to manage limited resources and provide equitably across the student population, funding assistance for the entire fiscal year cannot be guaranteed. Once funds are dispersed, a contact list will be maintained.