

Childcare Choice Program

2024 - 2025 Student Program Guidelines

The University of Arizona (“UA”) offers a subsidy for qualified childcare expenses with UA Childcare Choice Student Subsidy Program for Qualified Childcare (UA Childcare Choice – Student)– through Life & Work Connections.

UA Childcare Choice-Student is designed to help students pay for current, qualifying coursework-related childcare expenses occurring in the United States. It is available to currently enrolled undergraduate and graduate/professional students.

UA Childcare Choice-Student is contingent upon funding, assessment of need, and distribution method. Currently, enrolled students have program access to apply, and a completed application does not guarantee program enrollment. UA Childcare Choice-Student is funded within a July 1-June 30 fiscal year period. Funding assistance for the entire fiscal year cannot be guaranteed. Once funds are dispersed, a contact list will be maintained.

Undergraduate and Graduate/Professional Student Eligibility (Includes International Students)

- Undergraduate and graduate/professional students must be currently enrolled in the University of Arizona, have demonstrated need, and have childcare costs directly related to their coursework.
- Full- and part-time students are eligible.
- This office will verify student eligibility and financial aid status.
- Eligible students may be asked to provide additional information when their spouse or partner is also a UA student or employee.
- UA Childcare Choice-Student awards must occur during one’s active student enrollment with the University and in both the corresponding academic and July 1-June 30 fiscal year period.
- If UA Childcare Choice-Employee reaches its fiscal limit, and the household has not received funds from UA Childcare Choice-Employee for that program year, they may apply to UA [Childcare Choice-Student](#).
- If such parents/guardians participate in UA Childcare Choice-Student and additional funds become available for UA Childcare Choice-Employee, they will not be able to participate in UA Childcare Choice-Employee for that program year (due to their participation in UA Childcare Choice-Student).
- Students are responsible for providing Life & Work Connections with correct student, family and childcare information, and for notifying this department of any contact information changes in a timely manner, including UA email account changes. Incomplete or delayed UA Childcare Choice-Student communications and awards resulting from such inaccuracies are the responsibility of the student.

Child’s Eligibility

- UA students must meet qualifying program criteria regarding their student eligibility and status.
- This program is only available to eligible UA students' legal, dependent children (including 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 student health coverage.
- The age range for dependent children is birth-12 years.

Qualifying Childcare

Students' current, qualifying coursework-related childcare occurring in the United States must fall into one of the following categories:

- small family childcare home regulated by the [Department of Economic Security \(DES\)](#);
- family childcare group home regulated by the [Department of Health Services \(DHS\)](#);
- childcare center regulated by the [Department of Health Services \(DHS\)](#);
- before and/or after school program or intercession program sponsored by a [school district](#); by a [charter school](#);
- child development program (childcare centers and family childcare homes) with a Department of Defense (DoD) Certificate to Operate;
- a program sponsored by the University of Arizona, Arizona State University, Northern Arizona University, or sponsored by a state community college as defined by the [Arizona Department of Education](#).

To find a database of your state's regulated childcare, visit the [National Database of Child Care Licensing](#) or the [State and Territory Licensing Agencies and Regulations](#).

Ineligible Childcare

Multiple childcare arrangements are often necessary and are eligible for awards. Note that program services under consideration may be described as "childcare," yet they do not reflect the above criteria and are ineligible for UA Childcare Choice-Student awards. These options are:

- Assistance may not be used for optional classes offered at an additional cost during regular childcare hours.
- Assistance may not be used for a childcare provider who comes into the student's home.
- Other programs not eligible for UA Childcare Choice-Student submission are those:
 - offering experiences as "camp" or "recreational" opportunities not meeting "Qualifying Childcare" descriptions,
 - at schools without the supervision of state or local education authorities (e.g., "private schools").
 - where participants are allowed to sign themselves in/out.
 - that reflects non-childcare tuition.

As the selection of childcare is the exclusive responsibility of parents/guardians, the childcare provider chosen will be asked to confirm certain information. This includes confirming that the provider meets the description of a qualifying childcare provider as described in the program guidelines and regarding award-related submittals for childcare service occurring in both the corresponding academic and July 1, 2024- June 30, 2025, fiscal year periods.

Amount of Corresponding Academic and July 1-June 30 Fiscal Year Period Financial Assistance

- For the academic year 2024/2025, UA Childcare Choice-Student awards are anticipated to be \$1,000 per semester (priority for fall and/or spring semesters). Summer Pre-Session and Session 1 awards are contingent upon funding.
- Descriptions and figures are for this corresponding academic and July 1-June 30 fiscal year period and may be subject to future revision.
- Life & Work Connections is responsible for administering funds.

Choosing UA Childcare Choice - Employee or UA Childcare Choice - Student

- In the case of two parents/guardians who are UA students currently enrolled in UA Childcare Choice-Student will receive UA Childcare Choice-Student monies, which 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).
- In the case of two parents/guardians comprised of a currently enrolled UA student and a current employee eligible for full benefits, the pair should select UA [Childcare Choice-Employee on behalf of the family](#).
- A currently enrolled UA student who concurrently becomes a UA employee eligible for full benefits remains in the [UA Childcare Choice-Student](#) program until the end of the fiscal year.

Demonstrated Need

- A completed Free Application for Federal Student Aid (FAFSA) should be on file with the Office of Scholarships & Financial Aid (OSFA) or as follows (if applicable).
- Undergraduate and graduate/professional international students applying for UA Childcare Choice-Student who are not citizens or permanent residents of the United States must:
 - Complete the corresponding academic and July 1-June 30 fiscal year period [OSFA-provided Financial Need Calculation for International Students](#) form and upload to e-application.
 - Take a screenshot of the [completed Expected Family Contribution \(EFC\) Calculator](#) results and upload it to the E-application.

Application

1. It is the student's responsibility to understand the program content, to accurately complete, submit, and update program information in a timely manner, and to receive and apply UA Childcare Choice-Student awards in accordance with program guidelines for coursework-related childcare.
2. Applications cannot be submitted until the child is fully enrolled in a regulated childcare program.
3. Current student E-Application forms and instructions are available at <https://lifework.arizona.edu/childcare-student>.
4. E-applications may be submitted throughout each corresponding academic and the July 1 - June 30 fiscal year period. Unless otherwise noted, students will submit one (1) E-Application during the appropriate fiscal year. Visit www.lifework.arizona.edu to determine the status of Summer Pre-Session and Session 1 awards, contingent upon funding. Program funding and materials reflect a July 1-June 30 fiscal year period.
5. E-application forms are automatically dated upon receipt, and program enrollment approval is based on the date of the completed submittal. Incomplete submittals may delay the approval process. You will receive an autoreply confirming the submittal status. Our office will contact you if there are questions.
6. Students will be notified of eligibility, enrollment, and/or contact list status through their UA email account, which is used to disseminate Life & Work Connections' listserv and other related information unless otherwise noted by the student in a separate email to lifework@arizona.edu.
7. The names of eligible UA students—including spelling and hyphenation—should match their UA Access personal information. Incomplete or delayed UA Childcare Choice- Student communications and awards resulting from such inaccuracies are the student's responsibility. Identify student, family, and enrollment information changes as soon as possible to avoid delays.
8. Enrolled students not complying with program guidelines and application requirements may be

disqualified.

9. Students may request a childcare consultation to learn about options by [email](#) or by calling (520) 621-1530.

Get More Information – Financial Aid and Scholarships

- [OSFA identifies colleges](#) with financial aid offices or that offer specialized web information for students. Students are requested to contact their respective colleges for further assistance when applying for UA Childcare Choice-Student.
- OSFA provides forms each academic year, including a “Cost of Attendance (Budget) Evaluation” form. [If this or other OSFA forms are applicable to you](#), follow OSFA instructions for submittals. Students are responsible for informing UA Childcare Choice-Student about OSFA’s determination at the conclusion of the process.

[Life & Work Connections](#)

[Office of Scholarships and Financial Aid](#)

[James E. Rogers College of Law](#)

[College of Nursing](#)

[College of Medicine-Tucson](#)

[College of Medicine-Phoenix](#)

Eligibility Audits and Refunds

- If parents/guardians remove their children from qualified childcare and this results in a refund to the parents/guardians, that portion of costs previously awarded by UA Childcare Choice-Student is requested to be returned to this office within 30 days.
- Applications for UA Childcare Choice-Student are subject to audit; additional eligibility documentation may be required. If found to be ineligible, such students are responsible for reimbursing any monies to the University of Arizona, and failure to comply with the above requirements may result in denial of this student service.

Priority for Funding

Complete student application information (E-Application and Enrollment Verification Form) will be processed and prioritized based on application date. Once funds are dispersed, a contact list will be maintained.

Award

1. UA Childcare Choice-Student awards are considered part of a student’s financial aid package, and any childcare 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 Pre- Session and Session 1 contingent upon funding).
2. Students are typically notified of eligibility, award or contact list status, through their UA email account within three (3) weeks of their submittal. For awarded students, 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). Visit www.lifework.arizona.edu regarding Summer Pre-Session and Session 1 awards, contingent upon funding.

3. Following UA Childcare Choice-Student award notification by Life & Work Connections, such students must submit a completed Enrollment Verification Form for the subsequent semester or summer session subsidy disbursement by electronically scanned copy to lifework@arizona.edu before funds are dispersed. Call (520) 621-1530 if you have questions.

Dependent Care and Tax Liability Issues

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

Contact Us – Program Questions

Contact our office by email at lifework@arizona.edu or by calling (520) 621-1530. Visit www.lifework.arizona.edu for more information.

UA Childcare Choice Student Subsidy Program for Qualified Childcare Expenses 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.