

2016 SUMMER PENNSYLVANIA STATE WORK-STUDY APPLICATION



Frequently Asked Questions

What is the SWSP?

The State Work-Study Program is a PHEAA-sponsored program made possible through General Assembly funding and with the cooperation of Pennsylvania postsecondary institutions and employers. The purpose of the SWSP is to provide students with an opportunity to gain career-related work experience and, at the same time, earn funds to assist them in meeting today's costs for postsecondary education.

How Much Can I Earn?

Both you and your employer will be notified of your SWSP award amount, which can be up to \$4,000 during the Summer term. This award amount is the maximum amount of earnings an employer may submit to PHEAA for reimbursement. However, your employer may choose to pay you more than the fixed award amount.

PHEAA will reimburse your employer a percentage of every dollar earned up to your SWSP award amount. Your employer is required to pay you 100 percent of any earnings above your SWSP award amount.

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How to Apply

1

DETERMINE IF YOU ARE AN ELIGIBLE STUDENT

To be considered eligible, you must:

- Be a Pennsylvania resident.
- Be enrolled at least half-time (6 or more credits) in an educational institution, in a program of study at least two academic years in length.
- Be eligible for a PA State Grant, if an undergraduate student, or have unmet financial need after gift aid has been applied, if a graduate student.
- Be able to benefit from a career-related work experience.
- Not be in default or pending default on an education loan or owe a State Grant refund.

2

FIND AN ELIGIBLE JOB

To find an eligible SWSP employer, you can:

- Search for an approved SWSP employer online at PHEAA.org/SWSP-JobSearch.
- Locate your own employer. Tips for locating an employer, as well as an employer overview memorandum to introduce a new employer to the program, are available at PHEAA.org.

3

APPLY

To apply you must:

- Complete Section 1 of the SWSP Application/Placement Form* and submit it to your potential employer to complete Section 2.
- Submit, or verify that your employer submitted, the completed SWSP Application/Placement Form to PHEAA on or before the filing deadline. PHEAA will then notify you and your employer of your SWSP eligibility.

STUDENT APPLICATION FILING DEADLINES

Work-Term	Deadline
2016 Summer Term (May 8, 2016 - August 13, 2016)	June 30, 2016

*Note: SWSP Application/Placement Form is included in this document and is also available at PHEAA.org.

Postsecondary Institution Codes

00322900 Albright College
 00205702 Allegany Colg.of MD-Everett Ctr.
 00205701 Allegany Colg.of MD-Somerset Ctr.
 00323000 Allegheny College
 00323300 Alvernia University
 00323500 Arcadia University

 00331500 Bloomsburg University of PA
 00323700 Bryn Mawr College
 00323800 Bucknell University
 00323900 Bucks County Community College
 00324000 Butler County Community College

 00324100 Cabrini College
 00335100 Cairn University
 00331600 California University of PA
 00330300 Carlow University
 00324200 Carnegie Mellon University
 00324300 Cedar Crest College
 00489000 Central Pennsylvania College
 00324400 Chatham University
 00324500 Chestnut Hill College
 00331700 Cheyney University of PA
 00331800 Clarion University of PA
 Community College of Allegheny Co.
 00323100 Allegheny Campus
 00323101 Boyce Campus
 00323102 North Campus
 00323103 South Campus
 00680700 Community College of Beaver County
 00324900 Community College of Philadelphia

 00711000 Delaware Co. Community College
 00325200 Delaware Valley College
 00398600 DeSales University
 00325300 Dickinson College
 00325600 Drexel University
 00325800 Duquesne University

 00332000 East Stroudsburg University of PA
 00325900 Eastern University
 00332100 Edinboro University of PA
 00326200 Elizabethtown College

 00326500 Franklin & Marshall College

 00326600 Gannon University
 00326700 Geneva College
 00326800 Gettysburg College
 00326900 Grove City College
 00327000 Gwynedd Mercy College

 00327200 Harcum College
 00327300 Harrisburg Area Community College
 00327400 Haverford College
 00327500 Holy Family University

 00327600 Immaculata University
 00327700 Indiana University of PA

 00286903 Jamestown Community College -
 Warren Center
 00327900 Juniata College

 00328000 Keystone College
 00328200 King's College
 00332200 Kutztown University of PA

 00328300 Lackawanna College
 00328400 Lafayette College
 00328500 Lancaster Bible College
 00398700 La Roche College
 00328700 La Salle University
 00328800 Lebanon Valley College
 00681000 Lehigh Carbon Community College

00328900 Lehigh University
 00329000 Lincoln University
 00332300 Lock Haven University of PA
 00681100 Luzerne County Community College
 00329300 Lycoming College

 00329400 Manor College
 00332400 Mansfield University of PA
 00329600 Marywood University
 00329700 Mercyhurst University
 00329800 Messiah College
 00332500 Millersville University of PA
 00324700 Misericordia University
 00445200 Montgomery Co. Community College
 00330000 Moore College of Art
 00330100 Moravian College
 00330200 Mt. Aloysius College
 00330400 Muhlenberg College

 00398800 Neumann University
 00719100 Northampton Community College

 00330900 Peirce College
 02107300 Pennsylvania Academy of Fine Arts
 00339500 Pennsylvania Colg. of Technology
 03180400 Pennsylvania Highlands Community
 College
 01099800 Pennsylvania Inst. of Technology
 00332900 Pennsylvania State University (The)
 00335400 Philadelphia University
 00335700 Point Park University

 01038800 Reading Area Community College
 00335900 Robert Morris University
 00336000 Rosemont College

 00336400 St. Charles Borromeo Seminary
 00336600 St. Francis University
 00336700 St. Joseph's University
 00336800 St. Vincent College
 00336200 Seton Hill University
 00332600 Shippensburg University of PA
 00332700 Slippery Rock University of PA
 00336900 Susquehanna University
 00337000 Swarthmore College

 00337100 Temple University
 00337600 Thiel College
 01239302 Thomas Jefferson University

 00337800 University of Pennsylvania
 00337900 University of Pittsburgh (Main)
 00338000 Univ. of Pittsburgh at Bradford
 00338100 Univ. of Pittsburgh at Greensburg
 00338200 Univ. of Pittsburgh at Johnstown
 00338300 Univ. of Pittsburgh at Titusville
 00335300 Univ. of the Sciences in Philadelphia
 00338400 University of Scranton
 00335000 University of the Arts
 00330600 University of Valley Forge
 00338500 Ursinus College

 00338800 Villanova University

 00338900 Washington & Jefferson College
 00339100 Waynesburg University
 00332800 West Chester University of PA
 00339200 Westminster College
 01017600 Westmoreland Co. Community College
 00331300 Widener University
 00339400 Wilkes University
 00339600 Wilson College

 00339900 York College of PA



**HELPING STUDENTS
 AFFORD COLLEGE
 AND GAIN VALUABLE
 WORK EXPERIENCE.**



Major/Minor Program of Study Codes

A01	Accounting
A02	Advertising
A03	Agriculture
A06	Animal Science
A07	Anthropology
A09	Architecture
A10	Art
A11	Art Education
A12	Art History/Appreciation
A14	Astronomy
A15	Architectural Engineer
A16	Aerospace Engineer
A17	Archaeology
A18	Admin of Justice
A23	Agribusiness
A24	Afro American Studies
A25	Automotive
A26	Aviation
B01	Banking
B02	Biochemistry
B03	Biology
B04	Biophysics
B05	Business
B06	Business Administration
B07	Business Management
B11	Biological Basis of Behavior
B12	Business Law
C01	Chemical Engineering
C02	Chemical Technology
C03	Chemistry
C04	Cinematography
C05	Civil Engineering
C07	Commercial Art
C09	Community Development
C10	Community Service
C11	Computer Sci/Mgmt
C12	Construction/Building Tech
C14	Court Reporting
C15	Criminal Justice
C16	Criminology
C18	Computer Engineer
C19	Ceramic Engineer
C21	Cytotechnology
C22	CADD System Mgmt
C23	City Planning
C25	Communications
C26	Computer Graphics
C27	CADD Operations
C28	Counseling
C30	Chinese
C31	Child Development
C32	Culinary Program
C34	Comm Disorders
D01	Data Processing
D02	Dental Hygiene
D03	Dietetics
D04	Drafting & Design
D05	Drama
D07	Dance
D08	Design
E01	Early Childhood Education
E02	Earth/Space Science
E03	Economics
E05	Electrical Engineering
E06	Electronic Technology
E07	Elementary Education
E09	Engineering
E10	English
E11	English Literature
E12	Environmental Resource Mgmt
E13	Environmental Science
E18	Environmental Planning
E20	Engineering & Public Policy
E21	Education
E22	Energy Mgmt & Policy
E23	Environmental Engineer
F01	Fashion Design
F03	Finance
F04	Fine Arts
F06	Food Service
F07	Forestry
F08	French
F10	Food Science
F12	Foreign Languages
F13	Fashion Merchandising
F14	Family Studies
G02	Geography
G03	Geology
G04	German
G05	Government
G06	Guidance & Counseling
G08	Graphic Design
G09	General Studies
G11	Gerontology
G12	Genetics
G13	Graphic Arts
H01	Health
H02	Health-Physical Education
H03	Health Mgmt/Admin
H04	History
H06	Horticulture
H07	Hospital Administration
H08	Hotel/Restaurant Mgmt
H09	Humanities
H10	Human Relations Admin
H11	Human Resources
H14	Health Records Admin
H15	Hospitality
H17	Health Related
H19	HVAC
H20	Human Services
I01	Individual & Family Studies
I02	Industrial Arts
I03	Industrial Engineering
I04	Industrial Relations
I05	Industrial Technology
I08	International Relations
I09	International Studies
I10	Industrial Management
I12	Industrial Design
I15	Interior Design
I16	Illustration
J01	Journalism
J02	Japanese
L01	Labor Studies/Relations
L03	Law
L04	Law Enforcement
L05	Law Enforcement/Corrections
L06	Legal Assistant
L07	Legal Secretarial
L08	Liberal Arts
L09	Library Science
L10	Landscape Design
L11	Linguistics
L12	Landscape Architecture
L14	Languages
L15	Logistics
M01	Management
M02	Manufacturing Engineering
M04	Marketing
M06	Mathematics
M07	Mechanical Engineering
M08	Medical Assistant
M09	Medical Laboratory Tech
M10	Medical Records Technology
M11	Medical Secretarial
M12	Medical Technology
M13	Medicine
M14	Mental Health
M15	Mental Retardation
M16	Merchandising
M17	Microbiology
M18	Mining & Mineral Engineering
M19	Music
M20	Music Therapy
M21	Metallurgical Engineer
M22	Meteorology
M23	Materials Science Eng
M24	Mechanical Engineering Tech
M25	Manufacturing Eng Tech
M26	MIS
M28	Microcomputer Electronics
M29	Materials Engineering
M30	Mortuary Science
N01	Nuclear Engineering
N02	Nuclear Medical Technology
N03	Nursing
N04	Nutrition Science
O04	Occupational Therapy
P02	Paralegal
P05	Pharmacy
P06	Philosophy
P07	Photography
P08	Physical Education
P09	Physical Science
P10	Physical Therapy
P11	Physician's Assistant
P12	Physics
P13	Police Administration
P14	Police Science
P15	Political Science
P18	Pre-Med
P22	Psychology
P23	Public Admin/Mgmt
P24	Public Relations
P25	Polymer Science
P28	Policy/Mgmt
P29	Parks & Recreation
P30	Public Policy
P32	Plastics Technology
P34	Personnel Mgmt
R01	Radiology
R02	Real Estate
R04	Recreation
R05	Recreational Therapy
R07	Rehabilitation
R08	Religion
R11	Russian
R12	Regional Planning
R13	Radiography
R15	Respiratory Therapy
S01	Sales Management
S03	Science
S04	Secondary Education
S05	Secretarial
S08	Social Science
S09	Social Services
S10	Social Welfare
S11	Social Work
S12	Sociology
S13	Spanish
S14	Special Education
S15	Speech Communications
S16	Speech Pathology
S17	Speech Pathology/Audiology
S20	Systems Engineering
S21	Statistics
S22	Structural Engineer
S23	Safety Engineer
S24	Structural Design
S25	Safety Science
S27	Surveying
S29	Sports Management
S30	Social & Cultural Studies
S38	Student Affairs in Higher Ed
T01	Technical Writing
T02	Textiles
T03	Theater Arts
T04	Theology
T05	Therapeutic Recreation
T06	Travel/Tourism
T08	Telecommunications
T09	TV/Video Production
T10	Tool Making Tech
U01	Undeclared
U02	Urban Affairs
U03	Urban Planning
U04	Urban Studies
V01	Veterinary Medicine
V02	Visual/Audio Communications
W02	Word Processing
W03	Writing
W05	Womens Studies

2016 SUMMER SWSP Student Application/Placement Form

Complete the Student Data Section (Section 1). To avoid delays in processing your application, please be sure that all information is accurate and complete. Incomplete applications will be returned.

Once you have completed the Student Data Section, your employer will need to fill out the Employer Data Section (Section 2). Employers with access to PHEAA's Remote Services MUST submit the completed SWSP Student Application/Placement Form electronically. Otherwise, the application can be mailed. PHEAA will notify both you and your employer of your SWSP eligibility. You may also view the status of your application online at PHEAA.org by clicking on the "Account Access" link.

FILING DEADLINES

PHEAA must receive this completed form on or before:

- ▶ June 30, 2016 - Summer Employment (May 8, 2016 - August 13, 2016)

1. STUDENT DATA

PLEASE PRINT CLEARLY. Illegible information may cause delays in processing your request.

* Refer to school code listing. If your school is not listed, please verify that the full school name is provided in the "SCHOOL NAME" section.

** Refer to major/minor code listing. If your major/minor is not listed, please provide the full name of your major/minor in the space provided for the code.

SOCIAL SECURITY # _____ NAME _____

PERMANENT HOME ADDRESS (Street Address/City/State/Zip) _____

HOME PHONE # (Including area code) _____ CELL PHONE # (Including area code) _____

EMAIL ADDRESS _____

SCHOOL CODE & NAME OF POSTSECONDARY INSTITUTION YOU ARE GOING TO ATTEND:

SCHOOL CODE* _____ SCHOOL NAME _____

EXPECTED COLLEGE GRADUATION DATE: MONTH _____ YEAR _____

MAJOR CODE** _____ MINOR CODE** _____

SELECT YOUR ACADEMIC LEVEL FOR THE UPCOMING FALL SEMESTER:

FRESHMAN SOPHOMORE JUNIOR SENIOR GRADUATE STUDENT

SELECT YOUR ENROLLMENT STATUS FOR THE UPCOMING FALL SEMESTER:

FULL-TIME (12 or more credits) HALF-TIME (6 or more, but less than 12 credits) PART-TIME (Less than 6 credits)

Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent home address.

ALTERNATE ADDRESS (Street address/city/state/zip) _____

ALTERNATE PHONE # (Including area code) _____

STUDENT CERTIFICATION: I certify that all information provided on this form is accurate and true. I understand that falsifying information may be punishable by law and that submission of this form does not guarantee that I will be approved to work as a SWSP student employee of the organization listed on the other side of this form.

Signature

Date

022416
2016 Summer

NEXT: Submit your application to your employer. Be sure to verify all applicable sections are complete and accurate.

2. EMPLOYER DATA

Employers with access to PHEAA's Remote Services MUST submit the completed SWSP Student Application/Placement Form electronically, and should maintain the paper application for a period of 5 years. If a student is permitted to begin work before the student and employer receive SWSP placement approval from PHEAA, the employer is responsible for 100 percent of the student's earnings. Previously approved organizations must return renewal packets annually.

PLEASE PRINT CLEARLY. Illegible information may cause delays in processing your request. Do not submit this form until the job has been offered and accepted.

THE ORGANIZATION LISTED BELOW REQUESTS APPROVAL TO HIRE THE STUDENT LISTED IN SECTION 1 OF THIS FORM AS A SWSP EMPLOYEE DURING THE FOLLOWING TERM:

SUMMER TERM ONLY

EMPLOYER NAME _____

EMPLOYER CODE (NOTE: If you are a branch site, you must include the 3-digit suffix) _____ - _____

DEPARTMENT NAME (If applicable) _____ DEPARTMENT CODE (If applicable) _____

ADDRESS (Street address/city/state/zip) _____

NOTE: PHEAA-assigned job codes can be found on your approval paperwork. If your organization is not a PHEAA-approved SWSP employing organization, a SWSP employer application and guidelines should be obtained online at PHEAA.org and completed prior to submission of student applications.

JOB CODE _____ JOB TITLE _____

BRIEF JOB DESCRIPTION _____

STUDENT WORK DATES: BEGINNING _____ ENDING _____

HOURLY PAY RATE \$ _____ MAXIMUM WEEKLY HOURS _____

SUPERVISOR (Please print) _____ PHONE NUMBER _____

EMAIL ADDRESS (If applicable) _____

EMPLOYER CERTIFICATION: I understand that submission of this form does not guarantee that this organization will be approved to hire the student listed in section 1 of this form as a PHEAA State Work-Study employee. I agree to pay the student in full for all hours worked at the pay rate listed on this form, and the student and I have agreed upon the number of hours the student will be scheduled to work each week. Also, I understand that if this organization hires the student without PHEAA approval, this organization will not receive reimbursement (payment) from PHEAA for any portion of the student's earnings.

Name (Please print)

Title

Signature

Date

022416
2016 Summer

NEXT: Submit electronic application via PHEAA's Remote Services. Employers without access to Remote Services may return completed paper applications to: PHEAA/SWSP, State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157 or by fax to 717.720.3786.

Frequently Asked Questions (Continued from front)

How Do I Know If A Job Qualifies?

Many jobs qualify for SWSP. The general rule is that any job that is in some way related to your major or minor course of study is eligible.

How Many Hours Can I Work?

You may work up to 40 hours per week during the summer term.

Who Pays Me Under SWSP?

Your employer will pay you for all hours worked. Your pay rate must be at least the prevailing minimum wage and will be determined by the employer based upon your classroom knowledge, prior work experience, employer's budget, etc. Your employer is then reimbursed for a portion of your earnings.

NOTE: You will only be paid for the hours you actually work during the summer term. If you decide to seek employment for the academic year, you and your employer must submit another student application by the deadline date.

Where can employers get additional information about the SWSP?

Interested employers can get additional information and apply online at [PHEAA.org/employers](https://pheaa.org/employers).

How Do I know If I Meet The PA Residency Requirements?

- State Grant recipients are automatically eligible.
- Students under the age of 18 at the time of application must have a supporting parent or guardian living in Pennsylvania for at least 12 consecutive months immediately preceding the date of application.
- Students 18 and older must have lived in Pennsylvania for a period of at least 12 consecutive months immediately preceding the date of application.
- For additional residency information, please refer to the Pennsylvania State Grant FAQs at [PHEAA.org](https://pheaa.org).

PENNSYLVANIA STATE WORK-STUDY APPLICATION

State Grant and Special Programs
P.O. Box 8157
Harrisburg, PA 17105-8157

800.692.7392
[PHEAA.org](https://pheaa.org)
swsp@pheaa.org

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA) for informational purposes. Although the information contained in this document is believed to be accurate at the time of printing, PHEAA does not guarantee its accuracy. You should independently verify that this information is correct.

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