PENNSYLVANIA STATE WORK-STUDY APPLICATION

2016-17 ACADEMIC YEAR

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 $5,000 during the academic 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.

PHeaa℠
Pennsylvania Higher Education Assistance Agency

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**
Academic Year of Fall Term (August 14, 2016 - May 6, 2017)	November 1, 2016
Spring Term Only (December 11, 2016 - May 6, 2017)	March 1, 2017

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

Postsecondary Institution Codes

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

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.

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.

PENNSYLVANIA STATE WORK-STUDY APPLICATION

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

800.692.7392
PHEAA.org
swsp@pheaa.org

PHEAA
Pennsylvania Higher Education Assistance Agency

2016-17 Academic Year
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:

▶ **November 1, 2016** - Academic Year or Fall Term Only Employment (August 14, 2016 - May 6, 2017)

▶ **March 1, 2017** - Spring Term Only Employment (December 11, 2016 - May 6, 2017)

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	051215 2016-17

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

STUDENT _____ SOCIAL SECURITY # _____

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:

ACADEMIC YEAR   FALL TERM ONLY   SPRING 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 _____

CHECK IF THE STUDENT WILL BE WORKING DURING HOLIDAY BREAKS: YES   NO

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	051215 2016-17

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.