

2020 SUMMER TERM

PA State Work-Study Program (SWSP) Important Information for Employers & Schools



TOPIC	SWSP INFORMATION
Employer Application/ Renewal Filing Deadlines	<p>Employer renewal forms will not be accepted after the following date: 2020 Summer term: June 30, 2020</p> <p>Forms received after this date will be considered late, and your organization will not be approved to hire SWSP students.</p>
Filing Student Application Information	<ul style="list-style-type: none"> SWSP paper applications should be submitted via fax or postal mail, unless the employer has access to the Matching Funds Online System. Employers with access to this system should submit SWSP applications online. If you are interested in being able to submit applications and earnings online, you may request this by contacting your institution's authoritative source. Student applications must be submitted on or before the following date: 2020 Summer term: June 30, 2020 Student applications are available by accessing PHEAA's website at PHEAA.org/SWSP.
Program Work-Term Dates	<ul style="list-style-type: none"> 2020 Summer term: May 4, 2020 - August 8, 2020 Application start date will be set to application receipt date if application is received after program start date.
Student Eligibility Guidelines	<ul style="list-style-type: none"> Be a Pennsylvania resident. Be enrolled at least half-time (six or more credits) during the preceding or upcoming academic year in a PHEAA-approved higher education institution, in a program of study at least 2 years in length. Be a PA State Grant recipient, if an undergraduate student; or have unmet financial need verified by the student's financial aid office, if a graduate student. Not be in default or pending default on an education loan or owe a PA State Grant refund.
Maximum Weekly Hours	<ul style="list-style-type: none"> Students are permitted to work a full 40-hour work week during the summer term.
Hourly Rate of Pay	<ul style="list-style-type: none"> The student's pay rate must at be at least the prevailing state minimum wage. Pay rate is determined by the employer.
Student Award	<ul style="list-style-type: none"> The maximum SWSP award amount is \$5,000 for the summer term. The award is calculated based upon the student's work dates, hourly rate of pay, and the number of hours the student is scheduled to work each week.
Employer's Share of Student Earnings	<ul style="list-style-type: none"> The employer is responsible for paying the student in full for all hours worked, deducting Federal, State, and Local taxes. PHEAA will reimburse nonprofit organizations for 50 percent of approved student earnings, and for-profit employers will receive a 40 percent reimbursement. Employers must submit weekly hours worked for each employee no later than 60 days after the end of the work week. Hours received/entered more than 60 days after the work-week ending date will be considered late, and the organization will not be reimbursed. Hours greater than the weekly maximum number of approved hours cannot be submitted. The system will calculate earnings based on approved hourly pay rate multiplied by weekly hours worked.

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Student Job Search	<ul style="list-style-type: none">Students may search for available jobs by county/city and specific job category online at PHEAA.org/SWSP-JobSearch. Employers who wish to have their positions listed on PHEAA.org must note consent on their application or renewal form and have submitted their EFT information.
Email Contact Information	<ul style="list-style-type: none">PHEAA will be using email to contact employers/schools. Please be sure to keep contact information (i.e., name, phone number, and email address) up to date. Changes may be reported to PHEAA via email at swsp@pheaa.org or by contacting PHEAA staff at 1-800-443-0646, option 3, option 2, a private number reserved for the use of financial aid administrators and employers.
Job Descriptions	<ul style="list-style-type: none">Job descriptions are required. If an application is submitted via paper, it will be returned if a job description is not included. If applications are submitted via the online system, you will be prompted to enter a job description once a completed application has been entered.Employers are encouraged to provide job descriptions when returning the Employer Renewal form. Descriptions entered via the renewal process will be automatically updated into online student applications based on job code, alleviating the need to type the description for each student application.



800-443-0646, option 3, option 2 - State Grant and Special Programs; 1200 North Seventh Street, Harrisburg, PA 17102-1444
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