

Summer 2008 and 2008-09 Academic Year

Employers/Schools

Important Dates and Key Information for the State Work Study Program (SWSP) and Off-Campus Community Service (CS) Program

- **January 3, 2008:** PHEAA will begin to advertise SWSP job openings on the Internet and mail lists of SWSP job sites to potential SWSP student applicants. If your renewal form is received on or before December 28, 2007, your organization's name and pertinent job information will be included in the initial and all subsequent mailings. If your renewal form is received after December 28, 2007, your organization's data will be updated and included in listings mailed only to those students who request lists of participating employers after your renewal form is processed by PHEAA.
- **January 7, 2008:** PHEAA will provide *Community Service Employer* lists to postsecondary institutions. If your renewal form is received by January 4, 2008, your organization's data will be included in the first publication of the *Community Service Employer* list that will be available to postsecondary institutions to help students locate community service jobs. Forms received after January 4, 2008 will be processed and the job data will be included in supplemental lists which will be available to postsecondary institutions throughout the year.
- **February 4, 2008:** PHEAA will begin to mail lists of potential SWSP student applicants to employers that have requested this information. If you wish to receive a list of potential SWSP applicants, please be certain to indicate this information on the enclosed renewal form.
- **November 7, 2008:** PHEAA will accept and process 2008 Summer term student earnings through November 7, 2008. Earnings received after that date will be considered late and you may not be reimbursed for the Agency's share.
- **September 4, 2009:** PHEAA will accept and process 2008-09 academic year student earnings through September 4, 2009. Earnings received after that date will be considered late and you may not be reimbursed for the Agency's share.

Topic	State Work-Study Program (SWSP)	Off-Campus Community Service Program (CS)
Student Application Filing Information	<ul style="list-style-type: none"> • Applications are submitted to PHEAA. • Summer term applications must be submitted on or before May 31, 2008. • Academic year and Fall term only - applications must be submitted on or before October 1, 2008. • Spring term only - applications must be submitted on or before January 15, 2009. • Student applications are available by contacting PHEAA or accessing PHEAA's Website at www.pheaa.org. 	<ul style="list-style-type: none"> • Each postsecondary institution has its own filing deadline for the Community Service Program and students must apply directly to their schools. • Interested students should contact their school to obtain an application and determine the filing deadline date.
Program Work-Term Dates	<ul style="list-style-type: none"> • Summer term: April 21, 2008 to September 5, 2008 • Academic year: August 11, 2008 to May 8, 2009 • Fall term only: August 11, 2008 to December 19, 2008 • Spring term only: December 22, 2008 to May 8, 2009 	<ul style="list-style-type: none"> • Summer term: April 21, 2008 to September 5, 2008 • Academic year: August 11, 2008 to June 30, 2009
Student Eligibility Guidelines	<ul style="list-style-type: none"> • Be a Pennsylvania resident. • Be enrolled at least half-time (6 – 11.99 credits) in a PHEAA-approved higher education institution, in a program of study at least two years in length. • Be a State Grant or subsidized federal loan recipient or be certified by the financial aid administrator as demonstrating financial need. • Not owe a State Grant refund or have defaulted on any student loan. • Secure a career-related position in a high-tech or community service job. 	<ul style="list-style-type: none"> • Be a Pennsylvania resident. • Be enrolled in a PHEAA-approved participating postsecondary institution. • Be eligible to receive a Federal Work-Study award as determined by the school.
Maximum Weekly Hours	<ul style="list-style-type: none"> • Summer term - 40 hours per week. • Academic year - 20 hours per week except during the Winter holiday break (December 15 to January 15) when students may work 40 hours per week. • Note: If a student is going to be working during the Winter holiday break, please designate in the space provided on the SWSP student application. 	<ul style="list-style-type: none"> • Summer term: As designated by the school but cannot exceed 40 hours per week. • Academic year: As designated by the school but cannot exceed 40 hours per week.
Hourly Rate of Pay	<ul style="list-style-type: none"> • The student's pay rate may range from the prevailing minimum wage to \$10.00 per hour. • Pay rate is determined by the employer. 	<ul style="list-style-type: none"> • The student's pay rate must be at least the prevailing minimum wage. • Pay rate is determined by the student's postsecondary institution.
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 including associated payroll costs such as FICA and Workers' Compensation. • PHEAA will reimburse nonprofit organizations for 40 percent of approved student earnings and for-profit employers will receive a 30 percent reimbursement. 	<ul style="list-style-type: none"> • Only nonprofit organizations, government agencies, and school districts are eligible to hire students through the Community Service Program and participating schools determine the percent reimbursement. • There is no charge to participating PHEAA employers, but a postsecondary institution may elect to charge employers who contract directly with them to hire students.
Student Award	<ul style="list-style-type: none"> • The maximum a student may earn is \$3,600 for the Summer term and \$3,600 for the academic year. • 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. 	<ul style="list-style-type: none"> • The student's postsecondary institution determines the amount of the student's award.
Student Job Search	<ul style="list-style-type: none"> • Students may search for available jobs by county/city and specific job category online at www.pheaa.org. • In order for employers to have their available jobs listed in the online search, this must be noted on the <i>Work Study Employer Renewal Form</i>. 	<ul style="list-style-type: none"> • PHEAA provides an on-line CS employer directory to participating postsecondary institutions.