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.

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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

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/Mgmnt
C12 Construction/Building Tech
C14 Court Reporting
C15 Criminal Justice
C16 Criminology
C18 Computer Engineer
C19 Ceramic Engineer
C21 Cytotechnology
C22 CADD System Mgmnt
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 Mgmnt
E13 Environmental Science
E18 Environmental Planning
E20 Engineering & Public Policy
E21 Education
E22 Energy Mgmnt & 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 Mgmnt/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/Mgmnt
P24 Public Relations
P25 Polymer Science
P28 Policy/Mgmnt
P29 Parks & Recreation
P30 Public Policy
P32 Plastics Technology
P34 Personnel Mgmnt

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 Women's Studies

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

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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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.