

2016-17 ACADEMIC YEAR

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. 2016-17 Academic Year or Fall Term Only: November 1, 2016</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 are submitted to PHEAA unless the employer is a postsecondary institution or an online employer. If you are interested in being able to submit applications and earnings online, you may request this by completing the "PHEAA SWSP Employer Remote Access Agreement" form located at PHEAA.org. Student applications must be submitted on or before the following dates: 2016-17 Academic Year or Fall Term Only: November 1, 2016 2017 Spring Term: March 1, 2017 Student applications are available by accessing PHEAA.org.
Program Work Term Dates	<ul style="list-style-type: none"> 2016-17 Academic Year: August 14, 2016 – May 6, 2017 2017 Spring Term Only: December 11, 2016 – May 6, 2017 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 (6 or more credits) in a PHEAA-approved higher education institution, in a program of study at least two years in length. Be a 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 State Grant refund.
Maximum Weekly Hours	<ul style="list-style-type: none"> Students are permitted to work a full 40-hour work week. <p>NOTE: If the student will be working the holiday break, please designate such on the online application or in the space provided on the SWSP student application.</p>
Hourly Rate of Pay	<ul style="list-style-type: none"> The student's pay rate must at be at least the prevailing minimum wage. Pay rate is determined by the employer.
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 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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<p>Student Award</p>	<ul style="list-style-type: none"> The maximum SWSP award amount is \$5,000 for the academic year. NOTE: This award amount is not the total amount that the employer can receive in reimbursement. The actual reimbursement received will be either 50 or 40 percent of every dollar earned up to the student's SWSP award amount. 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.
<p>Student Job Search</p>	<ul style="list-style-type: none"> Students may search for available jobs by county/city and specific job category online at PHEAA.org. <p>In order for employers to have their available jobs listed in the online search, it must be noted on the Employer Renewal Form or by contacting PHEAA staff.</p>
<p>Email Contact Information</p>	<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.
<p>Job Descriptions</p>	<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 listed. 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 - State Grant & Special Programs; option 2 - Special Programs

1200 North Seventh Street, Harrisburg, PA 17102-1444

PHEAA.org

swsp@PHEAA.org

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