

# PA { THE STATE WORK - STUDY TIMES



A guide to the Pennsylvania State Work-Study Program (SWSP) for students and employers.

## 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 \$3,600 during the school year and up to an additional \$3,600 during the summer term. These award amounts are 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.

**Note:** You will only be paid for the hours you actually work and if you work during the entire academic year (fall and spring), the award amount appearing on the approval notification covers both semesters. If you decide to seek employment for the summer term, you and your employer must submit another student application by the deadline date.

[FAQs continued on back](#)

## 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 a PHEAA - approved higher education institution, in a program of study at least two academic years in length.
- Be a State Grant recipient (if an undergraduate student) or a subsidized federal loan recipient (if a graduate student).
- Be able to benefit from a career-related work experience.
- Not owe a State Grant refund or have defaulted on any student loan.

## 2 FIND AN ELIGIBLE JOB



To find an eligible SWSP employer you can:

- Search for an approved SWSP employer online at [PHEAA.org](http://PHEAA.org).
- Complete the SWSP Information Request Form\* (Form A) and PHEAA will mail you a list of participating SWSP employers.
- 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](http://PHEAA.org).

## 3 APPLY



To apply you must:

- Complete Section 1 of the SWSP Application/Placement Form\* (Form B) 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

Summer - May 31<sup>st</sup>

Academic Year or Fall Term Only Employment - October 1<sup>st</sup>

Spring Term Only Employment - January 31<sup>st</sup>

# Postsecondary Institutions\*

**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  
**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 College  
**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)  
**00335100** Philadelphia Biblical University  
**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  
**00338500** Ursinus College  
  
**00330600** Valley Forge Christian 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

\* If your school is not listed, enter the complete name of your postsecondary institution.



## County Codes

01	Adams	35	Lackawanna
02	Allegheny	36	Lancaster
03	Armstrong	37	Lawrence
04	Beaver	38	Lebanon
05	Bedford	39	Lehigh
06	Berks	40	Luzerne
07	Blair	41	Lycoming
08	Bradford	42	McKean
09	Bucks	43	Mercer
10	Butler	44	Mifflin
11	Cambria	45	Monroe
12	Cameron	46	Montgomery
13	Carbon	47	Montour
14	Centre	48	Northampton
15	Chester	49	Northumberland
16	Clarion	50	Perry
17	Clearfield	51	Philadelphia
18	Clinton	52	Pike
19	Columbia	53	Potter
20	Crawford	54	Schuylkill
21	Cumberland	55	Snyder
22	Dauphin	56	Somerset
23	Delaware	57	Sullivan
24	Elk	58	Susquehanna
25	Erie	59	Tioga
26	Fayette	60	Union
27	Forest	61	Venango
28	Franklin	62	Warren
29	Fulton	63	Washington
30	Greene	64	Wayne
31	Huntingdon	65	Westmoreland
32	Indiana	66	Wyoming
33	Jefferson	67	York
34	Juniata		

# Major/Minor Programs of Study

A01 - Accounting	E01 - Early Childhood Education	J01 - Journalism	P24 - Public Relations
A02 - Advertising	E02 - Earth/Space Science	J02 - Japanese	P25 - Polymer Science
A03 - Agriculture	E03 - Economics		P28 - Policy/Mgmt
A06 - Animal Science	E05 - Electrical Engineering	L01 - Labor Studies/Relations	P29 - Parks & Recreation
A07 - Anthropology	E06 - Electronic Technology	L03 - Law	P30 - Public Policy
A09 - Architecture	E07 - Elementary Education	L04 - Law Enforcement	P32 - Plastics Technology
A10 - Art	E09 - Engineering	L05 - Law Enforcement/Corrections	P34 - Personnel Mgmt
A11 - Art Education	E10 - English	L06 - Legal Assistant	
A12 - Art History/Appreciation	E11 - English Literature	L07 - Legal Secretarial	R01 - Radiology
A14 - Astronomy	E12 - Environmental Resource Mgmt	L08 - Liberal Arts	R02 - Real Estate
A15 - Architectural Engineer	E13 - Environmental Science	L09 - Library Science	R04 - Recreation
A16 - Aerospace Engineer	E18 - Environmental Planning	L10 - Landscape Design	R05 - Recreational Therapy
A17 - Archaeology	E20 - Engineering & Public Policy	L11 - Linguistics	R07 - Rehabilitation
A18 - Admin of Justice	E21 - Education	L12 - Landscape Architecture	R08 - Religion
A23 - Agribusiness	E22 - Energy Mgmt & Policy	L14 - Languages	R11 - Russian
A24 - Afro American Studies	E23 - Environmental Engineer	L15 - Logistics	R12 - Regional Planning
A25 - Automotive			R13 - Radiography
A26 - Aviation			R15 - Respiratory Therapy
	F01 - Fashion Design	M01 - Management	
B01 - Banking	F03 - Finance	M02 - Manufacturing Engineering	S01 - Sales Management
B02 - Biochemistry	F04 - Fine Arts	M04 - Marketing	S03 - Science
B03 - Biology	F06 - Food Service	M06 - Mathematics	S04 - Secondary Education
B04 - Biophysics	F07 - Forestry	M07 - Mechanical Engineering	S05 - Secretarial
B05 - Business	F08 - French	M08 - Medical Assistant	S08 - Social Science
B06 - Business Administration	F10 - Food Science	M09 - Medical Laboratory Tech	S09 - Social Services
B07 - Business Management	F12 - Foreign Languages	M10 - Medical Records Technology	S10 - Social Welfare
B11 - Biological Basis of Behavior	F13 - Fashion Merchandising	M11 - Medical Secretarial	S11 - Social Work
B12 - Business Law	F14 - Family Studies	M12 - Medical Technology	S12 - Sociology
		M13 - Medicine	S13 - Spanish
C01 - Chemical Engineering	G02 - Geography	M14 - Mental Health	S14 - Special Education
C02 - Chemical Technology	G03 - Geology	M15 - Mental Retardation	S15 - Speech Communications
C03 - Chemistry	G04 - German	M16 - Merchandising	S16 - Speech Pathology
C04 - Cinematography	G05 - Government	M17 - Microbiology	S17 - Speech Pathology/Audiology
C05 - Civil Engineering	G06 - Guidance & Counseling	M18 - Mining & Mineral Engineering	S20 - Systems Engineering
C07 - Commercial Art	G08 - Graphic Design	M19 - Music	S21 - Statistics
C09 - Community Development	G09 - General Studies	M20 - Music Therapy	S22 - Structural Engineer
C10 - Community Service	G11 - Gerontology	M21 - Metallurgical Engineer	S23 - Safety Engineer
C11 - Computer Sci/Mgmt	G12 - Genetics	M22 - Meteorology	S24 - Structural Design
C12 - Construction/Building Tech	G13 - Graphic Arts	M23 - Materials Science Eng	S25 - Safety Science
C14 - Court Reporting		M24 - Mechanical Engineering Tech	S27 - Surveying
C15 - Criminal Justice	H01 - Health	M25 - Manufacturing Eng Tech	S29 - Sports Management
C16 - Criminology	H02 - Health-Physical Education	M26 - MIS	S30 - Social & Cultural Studies
C18 - Computer Engineer	H03 - Health Mgmt/Admin	M28 - Microcomputer Electronics	S38 - Student Affairs in Higher Ed
C19 - Ceramic Engineer	H04 - History	M29 - Materials Engineering	
C21 - Cytotechnology	H06 - Horticulture	M30 - Mortuary Science	
C22 - Cadd System Mgmt	H07 - Hospital Administration		T01 - Technical Writing
C23 - City Planning	H08 - Hotel/Restaurant Mgmt	N01 - Nuclear Engineering	T02 - Textiles
C25 - Communications	H09 - Humanities	N02 - Nuclear Medical Technology	T03 - Theater Arts
C26 - Computer Graphics	H10 - Human Relations Admin	N03 - Nursing	T04 - Theology
C27 - CADD Operations	H11 - Human Resources	N04 - Nutrition Science	T05 - Therapeutic Recreation
C28 - Counseling	H14 - Health Records Admin		T06 - Travel/Tourism
C30 - Chinese	H15 - Hospitality	O04 - Occupational Therapy	T08 - Telecommunications
C31 - Child Development	H17 - Health Related		T09 - TV/Video Production
C32 - Culinary Program	H19 - HVAC	P02 - Paralegal	T10 - Tool Making Tech
C34 - Comm Disorders	H20 - Human Services	P05 - Pharmacy	
		P06 - Philosophy	U01 - Undeclared
D01 - Data Processing	I01 - Individual & Family Studies	P07 - Photography	U02 - Urban Affairs
D02 - Dental Hygiene	I02 - Industrial Arts	P08 - Physical Education	U03 - Urban Planning
D03 - Dietetics	I03 - Industrial Engineering	P09 - Physical Science	U04 - Urban Studies
D04 - Drafting & Design	I04 - Industrial Relations	P10 - Physical Therapy	
D05 - Drama	I05 - Industrial Technology	P11 - Physician's Assistant	V01 - Veterinary Medicine
D07 - Dance	I08 - International Relations	P12 - Physics	V02 - Visual/Audio Communications
D08 - Design	I09 - International Studies	P13 - Police Administration	
	I10 - Industrial Management	P14 - Police Science	W02 - Word Processing
	I12 - Industrial Design	P15 - Political Science	W03 - Writing
	I15 - Interior Design	P18 - Pre-Med	W05 - Womens Studies
	I16 - Illustration	P22 - Psychology	
		P23 - Public Admin/Mgmt	

## Form A

# SWSP Information Request Form

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If you wish to receive a mailed list of participating SWSP employers, complete the Information Request Form. Forms should be mailed to PHEAA at: PHEAA/SWSP, State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157

**Note:** PHEAA will provide your name, address and telephone number to employers if you have authorized release of this information.

### **YOU ALSO HAVE OTHER OPTIONS IN LOCATING EMPLOYERS. YOU CAN:**

- Go to [PHEAA.org](https://www.pheaa.org) to find a complete list of already approved jobs using the SWSP Job Search.
- Locate your own employer of interest. Visit [PHEAA.org](https://www.pheaa.org) for tips on locating an employer and information on how to introduce them to the SWSP. Application deadlines are listed below.

#### **NEW EMPLOYER APPLICATION FILING DEADLINES:**

- **May 31<sup>st</sup>** - Summer
- **October 1<sup>st</sup>** - Academic Year

**Note:** New employers can apply at [PHEAA.org](https://www.pheaa.org).

# Form A

# SWSP Information Request Form

Please Print Clearly. Any illegible information may cause delays in processing your request.

\* Refer to code listings. If any of the required codes are not on the list, write the information in the space provided.

SOCIAL SECURITY # \_\_\_\_\_ NAME \_\_\_\_\_

PERMANENT HOME ADDRESS (Must Include Street Address) \_\_\_\_\_

HOME COUNTY NAME \_\_\_\_\_ HOME COUNTY CODE\* \_\_\_\_\_

HOME PHONE # (Including Area Code) \_\_\_\_\_ CELL PHONE # (Including Area Code) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SCHOOL CODE\* \_\_\_\_\_ SCHOOL NAME \_\_\_\_\_

MAJOR CODE\* \_\_\_\_\_ MINOR CODE\* \_\_\_\_\_

Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent home address.

ALTERNATE ADDRESS \_\_\_\_\_

ALTERNATE PHONE # (including area code) \_\_\_\_\_ COUNTY CODE\* \_\_\_\_\_

If you wish PHEAA to send you the names of potential SWSP employers, list your county code choices below.

COUNTY CODE\* \_\_\_\_\_ COUNTY CODE\* \_\_\_\_\_ COUNTY CODE\* \_\_\_\_\_

COUNTY CODE\* \_\_\_\_\_ COUNTY CODE\* \_\_\_\_\_ COUNTY CODE\* \_\_\_\_\_

I authorize PHEAA to release my name, address and phone number to potential employers. I understand this does not guaranty SWSP approval.

SIGNATURE

DATE

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2010-11

# Form B SWSP Student Application/Placement Form

Once you have verified your eligibility and have been offered a job with a potential or participating SWSP employer, the next step is to fill out Form B: SWSP Student Application / Placement Form. Be sure to detach Form A if you have not done so already. Fill out 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](http://PHEAA.org) by clicking on the "Account Access" link.

## FILING DATES - PHEAA MUST RECEIVE THIS COMPLETED FORM ON OR BEFORE:

- May 31<sup>st</sup> - Summer Employment
- October 1st - Academic Year or Fall Term Only Employment
- January 31st - Spring Term Only Employment

## 1. STUDENT DATA

Please Print Clearly. Illegible information may cause delays in processing your request.

\* Refer to code listings. If any of the required codes are not on the list, write the information in the space provided.

SOCIAL SECURITY # \_\_\_\_\_ NAME \_\_\_\_\_

PERMANENT HOME ADDRESS (Must Include Street Address) \_\_\_\_\_

HOME COUNTY NAME \_\_\_\_\_ HOME COUNTY CODE\* \_\_\_\_\_

HOME PHONE # (Including area code) \_\_\_\_\_ CELL PHONE # (Including area code) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SCHOOL CODE AND NAME OF POSTSECONDARY INSTITUTION YOU ARE GOING TO BE ATTENDING:

SCHOOL CODE\* \_\_\_\_\_ SCHOOL NAME \_\_\_\_\_

EXPECTED COLLEGE GRADUATION DATE: MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

MAJOR CODE\* \_\_\_\_\_ MINOR CODE\* \_\_\_\_\_

CHECK YOUR CURRENT ACADEMIC LEVEL (For the Summer program, indicate your academic level for the upcoming Fall semester):

- Freshman       Sophomore       Junior       Senior       Graduate Student

CHECK YOUR CURRENT ENROLLMENT STATUS (For the Summer program, indicate 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 \_\_\_\_\_

ALTERNATE PHONE # (Including area code) \_\_\_\_\_

COUNTY NAME \_\_\_\_\_ COUNTY 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

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2010-11

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

## 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 five 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% 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 ON THE REVERSE SIDE AS A SWSP EMPLOYEE DURING THE FOLLOWING TERM: (Check one)

 SUMMER

 ACADEMIC YEAR

EMPLOYER NAME \_\_\_\_\_

EMPLOYER CODE \_\_\_\_\_ - \_\_\_\_\_ (NOTE: If you are a branch site, you must include the 3 digit suffix)

DEPARTMENT NAME (If applicable) \_\_\_\_\_ DEPARTMENT CODE \_\_\_\_\_

ADDRESS \_\_\_\_\_

COUNTY \_\_\_\_\_

THIS ORGANIZATION IS: (Check one)

 A FOR-PROFIT BUSINESS/INDUSTRY

 A POSTSECONDARY INSTITUTION

 A STATE/FEDERAL GOVERNMENT AGENCY

 A LOCAL GOVERNMENT AGENCY

 A NONPROFIT ORGANIZATION

 A PUBLIC SCHOOL DISTRICT

 OTHER (PLEASE DESCRIBE) \_\_\_\_\_

Note: PHEAA assigned job codes can be found on your approval paperwork. If your organization is not a PHEAA - approved SWSP employing organization, an 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 \_\_\_\_\_

IF THE STUDENT IS EMPLOYED DURING THE ACADEMIC YEAR, CHECK IF THE STUDENT WILL BE WORKING DURING HOLIDAY BREAKS:

 YES

 NO

SUPERVISOR (Please print) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS (If applicable) \_\_\_\_\_

EMPLOYER CERTIFICATION: I have offered this student the position listed above. I understand that submission of this form does not guarantee that this organization will be approved to hire the student on the reverse side 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

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2010-11

**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.**

# PA { THE STATE WORK - STUDY TIMES

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

800.692.7392  
PHEAA.org  
matchingfunds@pheaa.org



## 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 term breaks and the summer, and no more than 20 hours per week while classes are in session.

### 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.

### Where can employers get additional information about the SWSP?

Interested employers can get additional information and apply online at [PHEAA.org/employers](http://PHEAA.org/employers).

### How Do I know If I Meet The PA Residency Requirements?

- 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](http://PHEAA.org).

PHEAA/AES is one of many Guarantors participating in the Federal Family Education Loan Program (FFELP). A student or parent borrower may obtain a FFELP loan from a lender that uses PHEAA/AES as the Guarantor or any other participating lender. These materials have been developed and paid for by PHEAA/AES for informational purposes. The information contained herein is believed to be accurate at the time of printing. Due to the rapidly changing nature of the law and the industry, information contained in this document may become outdated and PHEAA/AES does not guarantee the accuracy of the information herein. You should verify that this information is correct.

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