

PA { THE STATE WORK - STUDY TIMES



Frequently Asked Questions

What is the State Work-Study Program (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. Your SWSP award amount 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.

Please note that 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.

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.

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.

How Do I Know If I Am Eligible for SWSP?

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 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 in a high-tech or community service job; and
- Not owe a State Grant refund or have defaulted on any student loan.

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.

How Do I Know If A Job Qualifies?

Many jobs qualify for SWSP. The general rule is that any job that is high-tech or community service and is in some way related to your major or minor course of study is eligible.

How Do I Locate an SWSP Employer?

- You may search for an SWSP job online by using PHEAA's SWSP Job Search at PHEAA.org.
- You can complete and detach the SWSP Information Request Form (Form A) and PHEAA will mail you a list of participating SWSP employers.
- You may locate your own employer. Tips for locating an employer are available at PHEAA.org as well as an employer overview memorandum to introduce a new employer to the program.

New Employer Application Filing Deadlines

Summer - April 1st
Academic Year - October 1st

How Do I Apply For SWSP?

- You must complete Section 1 of the SWSP Application/Placement Form (Form B) and have your potential employer complete Section 2.
- You or your employer must submit 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.

Please note that the SWSP forms are also available on PHEAA.org.

Student Application Filing Deadlines

Summer - May 31st
Academic Year (or Fall Term) - October 1st
Spring Term Only - January 31st

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 College
 00324200 Carnegie Mellon University
 00324300 Cedar Crest College
 00489000 Central Pennsylvania College
 00324400 Chatham College
 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 Colg.
 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 College
 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 College

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
 00881500 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 College
 00332800 West Chester University of PA
 00339200 Westminster College
 01017600 Westmoreland Co. Community Colg.
 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
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/Mgmt
C12 - Construction/Building Tech
C14 - Court Reporting
C15 - Criminal Justice
C16 - Criminology
C18 - Computer Engineer
C19 - Ceramic Engineer
C21 - Cytotechnology
C22 - Cadd System Mgmt
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 Mgmt
E13 - Environmental Science
E18 - Environmental Planning
E20 - Eng & Public Policy
E21 - Education
E22 - Energy Mgmt & 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 Mgmt/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/Mgmt

P24 - Public Relations
P25 - Polymer Science
P28 - Policy/Mgmt
P29 - Parks & Recreation
P30 - Public Policy
P32 - Plastics Technology
P34 - Personnel Mgmt

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 - Womens Studies

So what do I do with these forms?

form A

SWSP Information Request Form

If you wish to receive a list of participating SWSP employers, please complete and mail the Information Request Form on the reverse side of this page. Please note that 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 to find a job using the SWSP Job Search.
- Locate your own employer of interest. Visit **PHEAA.org** for tips on locating an employer and information on how to introduce them to the SWSP.

Note: New Employer Application Filing Deadlines:

- » **April 1st** - Summer
- » **October 1st** - Academic Year

form B

SWSP Student Application/Placement Form

If you have been offered and accepted a job with a potential or participating SWSP employer, fill out Section 1 on the Application Form. Have your potential employer fill out Section 2 on the opposite side of the form. Please be sure that all information is completed, as missing information may cause delays in processing the application.

You or your employer must submit the completed SWSP Application/Placement Form to PHEAA on or before the filing deadline. PHEAA will notify you and your employer of your SWSP eligibility. Those employers with access to PHEAA Remote Services must submit applications online. Paper applications will be returned.

form A

SWSP Information Request Form

RETURN to PHEAA/SWSP, State Grant and Special Programs, P.O. Box 8114, Harrisburg, PA 17105-8114

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

1. Do not submit this form to PHEAA until you (the student) complete section 1 and your potential employer completes Section 2 of this form. Incomplete forms will be returned to the student.

Return completed form to PHEAA/SWSP, State Grant and Special Programs, P.O. Box 8114, Harrisburg, PA 17105-8114

Those employers with access to PHEAA Remote Services must submit applications online. Paper applications will be returned.

2. Filing Dates - PHEAA must receive this completed form on or before:

May 31st - Summer Employment

October 1st - Academic Year or Fall Term Only Employment

January 31st - Spring Term Only Employment

3. PHEAA will notify both the student and employer if the student can be hired through SWSP. Students may also view the status of their SWSP application online at PHEAA.org, by clicking on the "Account Access" link.

1. STUDENT DATA

NOTE: If a student is permitted to begin work before the student and employer receive SWSP job and placement approval from PHEAA, the employer is responsible for 100% of the student's earnings.

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 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

STUDENT _____ SOCIAL SECURITY # _____

2. EMPLOYER DATA

NOTE: Previously approved organizations must return renewal packets annually. Employers with access to PHEAA Remote Services must submit applications online. Paper applications will be returned. Do not submit this form until the job has been offered & accepted.

PLEASE PRINT CLEARLY. Illegible information may cause delays in processing your request.

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)

- | | |
|---|--|
| <input type="checkbox"/> A FOR-PROFIT BUSINESS/INDUSTRY | <input type="checkbox"/> A NONPROFIT ORGANIZATION |
| <input type="checkbox"/> A LOCAL GOVERNMENT AGENCY | <input type="checkbox"/> A STATE/FEDERAL GOVERNMENT AGENCY |
| <input type="checkbox"/> A POSTSECONDARY INSTITUTION | <input type="checkbox"/> A PUBLIC SCHOOL DISTRICT |
| <input type="checkbox"/> 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

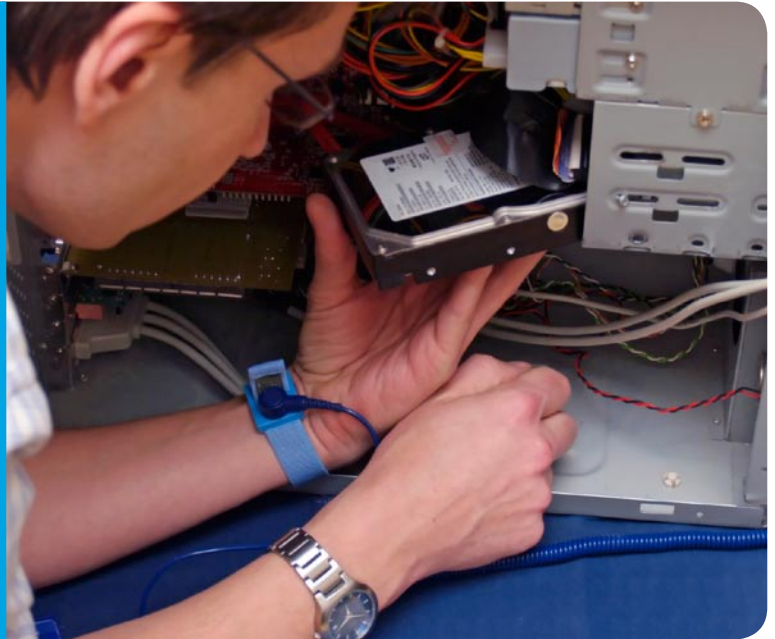
SIGNATURE

DATE

PA { THE STATE WORK - STUDY TIMES

State Grant and Special Programs
P.O. Box 8114
Harrisburg, PA 17105-8114

800.692.7392
PHEAA.org
matchingfunds@pheaa.org



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THINK PHEAA FIRST FOR FINANCIAL AID.

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY
1200 North Seventh Street, Harrisburg PA 17102-1444

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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