# PA State Work-Study Program

## Important Information

**Employers & Schools – 2023-24 Academic Year**

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| **Employer Application/Renewal Filing Deadlines** | • Employer renewal forms will not be accepted after **November 1, 2023** (for 2023-24 Academic Year or Fall term only)  
• Forms received after this date will be considered late, and your organization may not be approved to hire PA State Work-Study Program (SWSP) students |
| **Filing Student Application Information** | • SWSP paper applications should be submitted via fax or postal mail, unless the employer has access to the Matching Funds Online System. Employers with access to this system should submit SWSP applications online (If you are interested in submitting applications and earnings online, you may request this by contacting your institution’s authoritative source)  
• Student applications must be submitted on or before **November 1** (Academic Year or Fall term only) or **March 1** (Spring term)  
• Student applications are available at PHEAA.org/SWSP |
| **Program Work-Term Dates** | • 2023-24 Academic Year or Fall term only employment: August 6, 2023 - May 11, 2024  
• 2024 Spring term only employment: December 3, 2023 - May 11, 2024  
• The application start date will be set to application receipt date if the application is received after program start date |
| **Student Eligibility Guidelines** | • Be a Pennsylvania resident  
• Be enrolled at least half-time (6 or more credits) during the preceding or upcoming academic year in a PHEAA-approved higher education institution, in a program of study at least 2 years in length  
• Be a PA 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 PA State Grant refund |
| **Maximum Weekly Hours** | • Students are permitted to work a full 40-hour work week  
**NOTE:** If the student will be working the holiday break, designate such on the online application or in the space provided on the SWSP student application |
| **Hourly Rate of Pay** | • The student's pay rate must be at least the prevailing state minimum wage  
• The pay rate is determined by the employer  
• Maximum pay rate for reimbursement is $25.00/hr |
| **Student Award** | • The maximum SWSP award amount is $10,000 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 |
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| **Employer’s Share of Student Earnings** | • The employer is responsible for paying the student in full for all hours worked, including associated payroll costs such as Federal Insurance Contributions Act (FICA) and Workers’ Compensation  
• PHEAA will reimburse nonprofit organizations for 50% of approved student earnings, and for-profit employers will receive a 40% 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 the approved hourly pay rate multiplied by weekly hours worked |
| **Student Job Search** | • Students may search for available jobs by county/city and specific job category online at PHEAA.org/SWSP-JobSearch  
• Employers who wish to have their positions listed on PHEAA.org must note consent on their application or renewal form and have submitted their EFT information |
| **Email Contact Information** | • PHEAA will be using email to contact employers/schools. Be sure to keep contact information (e.g., 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 |
| **Job Descriptions** | • Job descriptions are required  
• Employers must provide job descriptions when returning the employer renewal form (Descriptions entered via the renewal process will be automatically updated into the online student applications based on job code, alleviating the need to type the description for each student application) |