**2024 Summer Term**

PA State Work-Study Program (SWSP)
Important Information for Employers & Schools

<table>
<thead>
<tr>
<th>Topic</th>
<th>SWSP Information</th>
</tr>
</thead>
</table>
| Employer Application & Renewal Filing Deadlines | • Employer applications and renewal forms may not be accepted after June 30, 2024.  
• Forms received after this date will be considered late, and your organization may not be approved to hire SWSP students.                                    |
| Filing Student Application Information | • SWSP paper applications should be submitted via email, fax, or postal mail. 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.  
• The student application deadline is June 30, 2024.  
• Student applications are available at phea.org/swsp. |
| Program Work-Term Dates            | • 2024 summer term: May 5, 2024 to August 10, 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 during the preceding or upcoming academic year in a PA State Grant-approved higher education institution  
• Be a PA State Grant recipient, if an undergraduate student; or have unmet financial need as determined and 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 during the summer term.  
• Employers determine the number of maximum weekly hours. |
| Hourly Rate of Pay                 | • The student's pay rate must at be at least the prevailing state minimum wage.  
• The pay rate is determined by the employer. |
| Student Award                      | • The maximum SWSP award amount is $7,500 for the summer term.  
• 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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</thead>
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| Employer’s Share of Student Earnings | • The employer is responsible for paying the student in full for all hours worked, deducting federal, state, and local taxes.  
• PHEAA will reimburse nonprofit organizations 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 and entered more than 60 days after the work week ends will be considered late, and the organization will not be reimbursed. Hours submitted above the weekly maximum hours will not be reimbursed.  
• The PHEAA 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 and 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 submit their Electronic Funds Transfer (EFT) information. |
| Email Contact Information | • PHEAA will use email to contact employers/schools. Please keep contact information (for example, 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 | • Employers must provide job descriptions when returning the employer renewal form. Descriptions entered via the application or 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. |