

2019 SUMMER PENNSYLVANIA STATE WORK-STUDY APPLICATION



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 \$5,000 during the summer term. This award amount is 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.

PHEAA will reimburse your employer a percentage of every dollar earned up to your SWSP award amount. Your employer is required to pay you 100 percent of any earnings.

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How to Apply

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) 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. Graduate students may participate if they have unmet financial need verified by their financial aid office.
- Not be in default or pending default on an education loan or owe a PA State Grant refund.

2

FIND AN ELIGIBLE JOB

To find an eligible SWSP employer, you can:

- Search for an approved SWSP employer online at PHEAA.org/SWSP-JobSearch.
- 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/Employers.

3

APPLY

To apply you must:

- Complete Section 1 of the SWSP Application/Placement Form* and submit it to your potential employer to complete Section 2.
- Verify that your employer submitted 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.

STUDENT APPLICATION FILING DEADLINES

| Work Term | Deadline |
|---|---------------|
| 2019 Summer Term (May 6, 2019 - August 10, 2019) | June 30, 2019 |

* Note: SWSP Application/Placement Form is included in this document and is also available at PHEAA.org.

Postsecondary Institution Codes

| | | | |
|----------|---|----------|--|
| 00322900 | Albright College | 00328900 | Lehigh University |
| 00205702 | Allegany Colg.of MD-Everett Ctr. | 00329000 | Lincoln University |
| 00205701 | Allegany Colg.of MD-Somerset Ctr. | 00332300 | Lock Haven University of PA |
| 00323000 | Allegheny College | 00681100 | Luzerne County Community College |
| 00323300 | Alvernia University | 00329300 | Lycoming College |
| 00323500 | Arcadia University | | |
| | | 00329400 | Manor College |
| 00331500 | Bloomsburg University of PA | 00332400 | Mansfield University of PA |
| 00323700 | Bryn Mawr College | 00329600 | Marywood University |
| 00323800 | Bucknell University | 00329700 | Mercyhurst University |
| 00323900 | Bucks County Community College | 00329800 | Messiah College |
| 00324000 | Butler County Community College | 00332500 | Millersville University of PA |
| | | 00324700 | Misericordia University |
| 00324100 | Cabrini College | 00445200 | Montgomery Co. Community College |
| 00335100 | Cairn University | 00330000 | Moore College of Art |
| 00331600 | California University of PA | 00330100 | Moravian College |
| 00330300 | Carlow University | 00330200 | Mt. Aloysius College |
| 00324200 | Carnegie Mellon University | 00330400 | Muhlenberg College |
| 00324300 | Cedar Crest College | | |
| 00489000 | Central Pennsylvania College | 00398800 | Neumann University |
| 00324400 | Chatham University | 00719100 | Northampton Community College |
| 00324500 | Chestnut Hill College | | |
| 00331700 | Cheyney University of PA | 00330900 | Peirce College |
| 00331800 | Clarion University of PA | 02107300 | Pennsylvania Academy of Fine Arts |
| | Community College of Allegheny Co. | 00339500 | Pennsylvania Colg. of Technology |
| | Allegheny Campus | 03180400 | Pennsylvania Highlands Community College |
| 00323100 | Boyce Campus | | |
| 00323101 | North Campus | 01099800 | Pennsylvania Inst. of Technology |
| 00323102 | South Campus | 00332900 | Pennsylvania State University (The) |
| 00323103 | | 00335400 | Philadelphia University |
| 00680700 | Community College of Beaver County | 00335700 | Point Park University |
| 00324900 | Community College of Philadelphia | | |
| | | 01038800 | Reading Area Community College |
| 00711000 | Delaware Co. Community College | 00335900 | Robert Morris University |
| 00325200 | Delaware Valley College | 00336000 | Rosemont College |
| 00398600 | DeSales University | | |
| 00325300 | Dickinson College | 00336400 | St. Charles Borromeo Seminary |
| 00325600 | Drexel University | 00336600 | St. Francis University |
| 00325800 | Duquesne University | 00336700 | St. Joseph's University |
| | | 00336800 | St. Vincent College |
| 00332000 | East Stroudsburg University of PA | 00336200 | Seton Hill University |
| 00325900 | Eastern University | 00332600 | Shippensburg University of PA |
| 00332100 | Edinboro University of PA | 00332700 | Slippery Rock University of PA |
| 00326200 | Elizabethtown College | 00336900 | Susquehanna University |
| | | 00337000 | Swarthmore College |
| | | | |
| 00326500 | Franklin & Marshall College | 00337100 | Temple University |
| | | 00337600 | Thiel College |
| 00326600 | Gannon University | 01239302 | Thomas Jefferson University |
| 00326700 | Geneva College | | |
| 00326800 | Gettysburg College | 00337800 | University of Pennsylvania |
| 00326900 | Grove City College | 00337900 | University of Pittsburgh (Main) |
| 00327000 | Gwynedd Mercy College | 00338000 | Univ. of Pittsburgh at Bradford |
| | | 00338100 | Univ. of Pittsburgh at Greensburg |
| 00327200 | Harcum College | 00338200 | Univ. of Pittsburgh at Johnstown |
| 00327300 | Harrisburg Area Community College | 00338300 | Univ. of Pittsburgh at Titusville |
| 00327400 | Haverford College | 00335300 | Univ. of the Sciences in Philadelphia |
| 00327500 | Holy Family University | 00338400 | University of Scranton |
| | | 00335000 | University of the Arts |
| 00327600 | Immaculata University | 00330600 | University of Valley Forge |
| 00327700 | Indiana University of PA | 00338500 | Ursinus College |
| | | | |
| 00286903 | Jamestown Community College - Warren Center | 00338800 | Villanova University |
| 00327900 | Juniata College | | |
| | | 00338900 | Washington & Jefferson College |
| 00328000 | Keystone College | 00339100 | Waynesburg University |
| 00328200 | King's College | 00332800 | West Chester University of PA |
| 00332200 | Kutztown University of PA | 00339200 | Westminster College |
| | | 01017600 | Westmoreland Co. Community College |
| 00328300 | Lackawanna College | 00331300 | Widener University |
| 00328400 | Lafayette College | 00339400 | Wilkes University |
| 00328500 | Lancaster Bible College | 00339600 | Wilson College |
| 00398700 | La Roche College | | |
| 00328700 | La Salle University | | |
| 00328800 | Lebanon Valley College | | |
| 00681000 | Lehigh Carbon Community College | 00339900 | York College of PA |



**HELPING STUDENTS
AFFORD COLLEGE
AND GAIN VALUABLE
WORK EXPERIENCE.**



Major/Minor Program of Study Codes

| | |
|-----|------------------------------|
| 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 | Engineering & 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 |

2019 SUMMER SWSP Student Application/Placement Form

Complete 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/AccountAccess.

FILING DEADLINES

PHEAA must receive this completed form on or before:

- ▶ June 30, 2019 - Summer Employment (May 6 2019 - August 10, 2019)

1. STUDENT DATA

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

* Refer to school code listing. If your school is not listed, please verify that the full school name is provided in the "SCHOOL NAME" section.

** Refer to major/minor code listing. If your major/minor is not listed, please provide the full name of your major/minor in the space provided for the code.

SOCIAL SECURITY # _____ NAME _____

PERMANENT HOME ADDRESS (Street Address/City/State/Zip) _____

HOME PHONE # (Including area code) _____ CELL PHONE # (Including area code) _____

EMAIL ADDRESS _____

SCHOOL CODE & NAME OF POSTSECONDARY INSTITUTION YOU ARE GOING TO ATTEND:

SCHOOL CODE* _____ SCHOOL NAME _____

EXPECTED COLLEGE GRADUATION DATE: MONTH _____ YEAR _____

MAJOR CODE** _____ MINOR CODE** _____

SELECT YOUR ACADEMIC LEVEL FOR THE UPCOMING FALL SEMESTER:

FRESHMAN SOPHOMORE JUNIOR SENIOR GRADUATE STUDENT

SELECT 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 (Street address/city/state/zip) _____

ALTERNATE PHONE # (Including area 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

022319
2019 Summer

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

STUDENT _____ SOCIAL SECURITY # _____

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 5 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 percent 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 IN SECTION 1 OF THIS FORM AS A SWSP EMPLOYEE DURING THE FOLLOWING TERM:

EMPLOYER NAME _____

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

DEPARTMENT NAME (If applicable) _____ DEPARTMENT CODE (If applicable) _____

ADDRESS (Street address/city/state/zip) _____

NOTE: PHEAA-assigned job codes can be found on your approval paperwork. If your organization is not a PHEAA-approved SWSP employing organization, a 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 _____

SUPERVISOR (Please print) _____ PHONE NUMBER _____

EMAIL ADDRESS (If applicable) _____

EMPLOYER CERTIFICATION: I understand that submission of this form does not guarantee that this organization will be approved to hire the student listed in section 1 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

022319
2019 Summer

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 or by fax to 717-720-3786.

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 the summer term.

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.

NOTE: You will only be paid for the hours you actually work during the summer term. If you decide to seek employment for the academic year, you and your employer must submit another student application by the deadline date.

Where can employers get additional information about the SWSP?

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

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

- PA State Grant recipients are automatically considered PA residents.
- 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](https://pheaa.org).

PENNSYLVANIA STATE WORK-STUDY APPLICATION

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

800-692-7392
[PHEAA.org](https://pheaa.org)
swsp@pheaa.org

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA) for informational purposes. Although the information contained in this document is believed to be accurate at the time of printing, PHEAA does not guarantee its accuracy. You should independently verify that this information is correct.

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