

PA State Work-Study Program

Student Application/Placement Form

2023 Summer Term

Instructions

Students must complete Section I of the PA State Work-Study (SWSP) Student Application/Placement Form. Once completed, return the application to your employer who will complete Section II and submit the application to PHEAA. **To avoid delays in processing your application, please be sure that all information is legible, accurate, and complete.**

Filing Deadline – PHEAA must receive this completed form on or before:

- June 30, 2023 – Summer Employment (May 7, 2023 – August 12, 2023)

Section I. Student Data

Name:		Social Security Number:	
Permanent Street Address:			
City:		State:	ZIP:
Home Phone Number:		Cell Phone Number:	
Email:			
School Name: <small>(Postsecondary institution you attended or plan on attending.)</small>		Federal School Code:	
Expected College Graduation Date: <small>(mm/yyyy)</small>		Major Code ¹ :	
Current Academic Level: Freshman <input checked="" type="radio"/> Sophomore <input checked="" type="radio"/> Junior <input checked="" type="radio"/> Senior <input checked="" type="radio"/> Graduate Student			
Current Enrollment Status: <input checked="" type="radio"/> Full-time <small>(12 or more credits)</small> <input checked="" type="radio"/> Half-time <small>(6 or more, but less than 12 credits)</small> <input checked="" type="radio"/> Part-time <small>(Less than 6 credits)</small>			
Alternate Street Address: <small>(Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent address.)</small>			
City:		State:	ZIP:

¹ Refer to major code listing at the end of this application. If your major is not listed, please provide the full name of your major in the space provided for the 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:
------------	-------

NOTE: PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at PHEAA.org/documents/sgsp/ph/pdf-signature.pdf.

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

Information on the Privacy Act and the use of your Social Security number: The Privacy Act of 1974 requires that each federal, state, or local agency that asks for your Social Security number or other information must tell you the following: 1) The agency's legal right to ask for the information and whether the law says you must give it; 2) What purpose the agency has in asking for it and how it will be used; and 3) What could happen if you do not give it. The number is needed to be sure we know who you are, to process your application, and to keep track of your record. We use your Social Security number in recording information about your college attendance and to document all information relevant to the PA State Work-Study Program. If you do not provide your Social Security number, you are ineligible to receive a PA State Work-Study Program award. PA State Work-Study Program applicants are hereby advised that disclosure of their Social Security number is a requirement to participate in the PA State Work-Study Program. PHEAA, without such an identifier, would have difficulty in maintaining proper program records. Section 7(a)(2) of the Privacy Act provides that an agency may continue to require the disclosure of an individual's Social Security number where the agency is required this disclosure under statute or regulations prior to January 1, 1975, in order to verify the identity of the individual. Beginning in 1966 with Form S-1A-66 (First Application), applicants have been required to answer all questions completely or face disqualification for grant assistance. All subsequent forms utilized by PHEAA contain the Social Security number as the identifier of the applicant, including eligibility announcements forwarded to the financial aid officer of the postsecondary institution.

Section II. Employer Data

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/Employer and completed prior to submission of student applications.

Note: 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.

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)
Job Title:	Job Code:
Student Beginning and Ending Work Dates: (mm/dd/yyyy - mm/dd/yyyy) -	
Hourly Pay Rate: \$	Maximum Weekly Hours:
Will the student be working during holiday breaks? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Supervisor: (Please print)	Phone Number:

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 I of this form as a PA 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:

NOTE: PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at [PHEAA.org/documents/sgsp/ph/pdf-signature.pdf](https://www.pheaa.org/documents/sgsp/ph/pdf-signature.pdf).

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. (See the PA State Work-Study Program Guidelines for more information regarding record retention and program reviews.) Employers without access to Remote Services may submit completed applications via fax at 717-720-3786, or via mail to:

PHEAA/PA State Work-Study Program
PA State Grant and Special Programs
P.O. Box 8157
Harrisburg, PA 17105-8157

Major Program of Study Codes

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