PA State Work-Study Program
Student Application/Placement Form
2024 Summer Term

PHEAA
Pennsylvania Higher Education Assistance Agency

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, 2024— Summer Employment (May 5, 2024–August 10, 2024).**

Section I. Student Data

Name:	Social Security Number:
Permanent Street Address:	

City:	State:	ZIP:

Home Phone Number:	Cell Phone Number:
Email:	

School Name: (Postsecondary institution you attended or plan on attending.)	Federal School Code:

Expected College Graduation Date: (mm/yyyy)	Major Code[1]:

Current Academic Level:

Freshman   Sophomore   Junior   Senior   Graduate Student

Current Enrollment Status:

Full-time (12 or more credits)   Half-time (6 or more, but less than 12 credits)   Part-time (Less than 6 credits)

Alternate Street Address:
(Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent address.)

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? Yes No		
Supervisor: (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: (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**.

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

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