

# PA State Work-Study Student Application/Placement Form

2021 Summer Term

## Instructions

Students must complete Section I. 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, 2021 – Summer Employment (May 2, 2021 – August 14, 2021)

## Section I. Student Data

Name:		Social Security Number:	
Permanent Street Address:			
City:		State:	ZIP:
Home Phone Number:		Cell Phone Number:	
Email:			
School Name:		Code:	
(Postsecondary institution you plan on attending during your SWSP employment.)			
Expected College Graduation Date: (mm/yyyy)		Major Code <sup>1</sup> :	
Current Academic Level:			
<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior <input type="radio"/> Graduate Student			
Current Enrollment Status:			
<input type="radio"/> Full-time (12 or more credits) <input type="radio"/> Half-time (6 or more, but less than 12 credits) <input type="radio"/> 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:

<sup>1</sup> 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:
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**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** 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 percent 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 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 1 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:

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. Previously approved organizations must return renewal packets annually. 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

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