

PHEAA OFF-CAMPUS COMMUNITY SERVICE PROGRAM STUDENT INSTRUCTIONS FOR COMPLETION OF THE STUDENT PLACEMENT FORM

The PHEAA Off-Campus Community Service Program provides job opportunities for eligible students through the cooperative efforts of participating schools, nonprofit employing organizations and the Commonwealth of Pennsylvania. Each school has its own work-study program procedures which are established in accordance with Federal Work-Study Program (FWSP) regulations and PHEAA program guidelines. The following contains information which will explain the program and assist you in completing Section A. of the PHEAA Off-Campus Community Service Program Student Placement Form. If you have any questions about the program, contact the Work-Study Office at your school or PHEAA by writing to PHEAA State Grant and Special Programs, Work-Study, 1200 North Seventh Street, Harrisburg, PA 17102-1444, sending an e-mail to matchingfunds@pheaa.org or telephoning Agency staff at 1-800-692-7392.

WHAT ARE YOU, THE STUDENT, REQUIRED TO DO?

Contact the financial aid and/or student employment office(s) at your school in order to determine what forms you are required to complete. Each school establishes its own filing dates for all required forms, and all forms must be submitted in accordance with the dates set by the school. It is your responsibility to ask your school to provide you with a list of filing dates and submit all completed forms on time.

Complete the PHEAA Off-Campus Community Service Program Student Placement Form and return it to the financial aid office at your school. At that time, you should also ask about the following:

- Your Federal Work-Study Program (FWSP) award, which is the maximum amount that you may earn;
- When you may begin and must stop working;
- The maximum hours you may work each week;
- Your hourly rate of pay;
- The dates by which your employer must submit the hours that you work to your school so that you can be paid on the school's standard payroll dates; and
- Your school's payroll schedule.

PHEAA will send job referral materials to both you and your potential employer based upon the employer preferences you list on the placement form. If the employer does not contact you within five business days from the date you receive your job referral materials, you should contact the employer to schedule an interview.

Prepare yourself for interviews with potential employers. You should dress appropriately and arrive on time. If you are unable to attend a scheduled interview, contact the employer to cancel or reschedule your appointment.

Advise both the employer and PHEAA if you decline a job so that the employer can request another student for the position and PHEAA can refer you to an alternate employer choice. You should also contact PHEAA if you are not offered a job so that PHEAA can refer you to an alternate employer choice.

Immediately advise both your school and PHEAA if you withdraw from the Community Service Program so that your school can reallocate your unused award to another student, and PHEAA can take action so that you are not referred to additional employers.

WHAT DOES YOUR SCHOOL DO?

Determines your eligibility.

Determines your FWSP Award and your hourly rate of pay.

Determines the dates during which you may work and the maximum number of hours that you may work each week.

Processes the hours that you work as reported by your employer and issues your paychecks in accordance with the school's payroll schedule.

WHAT DOES PHEAA DO?

Provides your school with a list of participating employing organizations.

Processes your Off-Campus Community Service Program Student Placement Form and introduces you to a potential employer by sending job referral materials to you and the employer. These referral materials will provide you with the employer's name, address, telephone number and the name of a person for you to contact. If your first job referral is not satisfactory, upon notification PHEAA will send referral materials to additional employers.

INSTRUCTIONS FOR COMPLETION OF SECTION A OF THE STUDENT PLACEMENT FORM

<u>HOME COUNTY CODE</u> - Select the code for the county in which your permanent home address is located from the attached code listings and indicate the code in the space provided.

<u>MAJOR/MINOR CODE</u> - Select the program of study code(s) that most closely describes your major/minor program(s) of study from the attached code listings. Write the code number(s) in the space provided.

<u>ALTERNATE ADDRESS</u> - If you indicate an alternate address, PHEAA will mail correspondence related to the Off-Campus Community Program to that address instead of your permanent home address. Therefore, complete this item only if you wish to have correspondence mailed to an address other than your permanent home address.

<u>ALTERNATE TELEPHONE</u> - Complete this item only if you wish to have an employer contact you at a telephone number other than your permanent home number.

<u>ALTERNATE COUNTY CODE</u> - Complete this item only if you listed an alternate address. Select the code for the county in which your alternate address is located from the attached code listings and indicate the code in the space provided.

EMPLOYER PREFERENCES - Use the list of PHEAA Community Service employing organizations that PHEAA provided to your school to determine the sites where you would like to work. Indicate a maximum of five preferences by placing the employer codes in the order of preference in the spaces provided. If you do not see any employers listed at which you are interested in working, PHEAA will be glad to work with you in approving an employer that you locate. Government agencies, public schools, and nonprofit organizations are eligible to hire Community Service students through the PHEAA administered Off-Campus Community Service program, and there is no charge to PHEAA participating employers. If you locate a new employer that is interested in hiring you, please have them contact PHEAA Work-Study staff at 1-800-692-7392 or send an e-mail to matchingfunds@pheaa.org.

<u>JOB PREFERENCES</u> - Review the available jobs at the employers you listed. Indicate your job preferences by listing a maximum of three job codes in the spaces provided.



State Grant and Special Programs 1200 North Seventh Street, Harrisburg, PA 17102-1444

PHEAA OFF-CAMPUS COMMUNITY SERVICE PROGRAM STUDENT PLACEMENT FORM

Student Instructions: Please review the introduction, instructions and code listings before completing this form; they contain information about the program as well as the codes you need to complete this form. Then complete Section A of this form and return it to your Financial Aid Office for completion of Section B.

Section A. Student Information ____ Name ____ Permanent Home Address Home County Name _____ Home County Code _____ E-mail Address (if applicable) Home Telephone # Expected College Graduation Date: Month ______ Year _____ Major Code _____ Minor Code _____ Alternate Address Alternate Telephone # Alternate County Name _____ Alternate County Code _____ Employer Preferences ___ Job Preferences _____ ___ Student Signature _____ Date ____ Section B. School Certification (to be completed by the Financial Aid Administrator) Identify the period for which you are certifying this student as eligible to work: Summer ___ Academic Year ___ Ending Date _____ Approved Work Dates: Beginning Date _____ Student's Award Amount \$_____ Hourly Rate of Pay \$ _____ Maximum Hours Per Week _____ School Code _____ School Name

Financial Aid Administrator's Signature ______ Date _____

COUNTY CODES

- 01 ADAMS
- 02 ALLEGHENY
- 03 ARMSTRONG
- 04 BEAVER
- 05 BEDFORD
- 06 BERKS
- 07 BLAIR
- 08 BRADFORD
- 09 BUCKS
- 10 BUTLER
- 11 CAMBRIA
- 12 CAMERON
- 13 CARBON
- 14 CENTRE
- 15 CHESTER
- 16 CLARION
- 17 CLEARFIELD
- 18 CLINTON
- 19 COLUMBIA
- 20 CRAWFORD
- 21 CUMBERLAND
- 22 DAUPHIN
- 23 DELAWARE
- 24 ELK
- 25 ERIE
- 26 FAYETTE
- 27 FOREST
- 28 FRANKLIN
- 29 FULTON
- 30 GREENE
- 31 HUNTINGDON
- 32 INDIANA
- 33 JEFFERSON
- 34 JUNIATA
- 35 LACKAWANNA
- 36 LANCASTER
- 37 LAWRENCE
- 39 LEHIGH
- 40 LUZERNE
- 41 LYCOMING
- 42 MCKEAN
- 43 MERCER

- 44 MIFFLIN
- 45 MONROE
- 46 MONTGOMERY
- 47 MONTOUR
- 48 NORTHAMPTON
- 49 NORTHUMBERLAND
- 50 PERRY
- 51 PHILADELPHIA
- 52 PIKE
- 53 POTTER
- 54 SCHUYLKILL
- 55 SNYDER
- 57 SULLIVAN
- 58 SUSQUEHANNA
- 59 TIOGA
- 60 UNION
- 61 VENANGO
- 62 WARREN
- 63 WASHINGTON
- 64 WAYNE
- 65 WESTMORELAND
- 66 WYOMING
- 67 YORK

MAJOR/MINOR PROGRAM OF STUDY CODES KEY

A01=ACCOUNTING A02=ADVERTISING A03=AGRICULTURE A05=AMERICAN STUDIES A06=ANIMAL SCIENCE A07=ANTHROPOLOGY A09=ARCHITECTURE A10=ART

A14=ASTRONOMY

B01=BANKING

A15=ARCHITECTUAL ENGINEER

A17=ARCHAEOLOGY A26=AVIATION A29=AGRONOMY A31=AFRICAN STUDIES A33=ALLIED HEALTH A35=ANIMATION

B02=BIOCHEMISTRY B03=BIOLOGY B04=BIOPHYSICS B05=BUSINESS **B06=BUSINESS ADMIN B07=BUSINESS MANAGEMENT** B08=BIOMEDICAL ENGINEER B09=BIO-ENGINEER **B12=BUSINESS LAW** B13=BIOLOGY (Molecular) **B14=BUSINESS LOGISTICS** B16=BUSINESS INFO SYSTEM **B17=BEHAVIORAL SCIENCE** B26=BIOTECHNOLOGY

C01=CHEMICAL ENGINEERING C03=CHEMISTRY

C05=CIVIL ENGINEERING C08=COMMUNICATIONS

C11=COMPUTER SCI/MANAGEMENT C12=CONSTRUCTION/BUILDING

C15=CRIMINAL JUSTICE C16=CRIMINOLOGY C17=CONSTRUCTION ENG C18=COMPUTER ENGINEER C21=CYTOTECHNOLOGY

C22=CADD SYSTEM MANAGEMENT C24=CIV ENGINEERING TECH C25=COMMUNICATIONS C26=COMPUTER GRAPHICS C27=CADD OPERATIONS C28=COUNSELING C31=CHILD DEVELOPMENT C32=CULINARY PROGRAM

C33=COGNATIVE SCIENCE C34=COMMUNICATION DISORDERS C35=CORRECTIVE THERAPY

C40=COMPUTER INFO SYSTEM

D09=DENTISTRY

E01=EARLY CHILDHOOD EDUCATION

E03=ECONOMICS

E05=ELECTRICAL ENGINEER E06=ELECTRONIC TECH

E07=ELEMENTARY EDUCATION E08=ELEMEBTARY SPECIAL EDUCATION

E09=ENGINEERING E10=ENGLISH

E13=ENVIRONMENTAL SCIENCE E16=ELECTRICAL ENGINEER TECH

E19=ELECTRONICS E21=EDUCATION

E23=ENVIRONMENTAL ENGINEER

E30=ENVIRONMENTAL STUDIES

F03=FINANCE F07=FORESTRY F10=FOOD SCIENCE F12=FOREIGN LANGUAGES F14=FAMILY STUDIES F18=FIBER OPTICS F21=FORENSICS

G01=GENERAL SCIENCE G02=GEOGRAPHY G03=GEOLOGY G05=GOVERNMENT G11=GERONTOLOGY G12=GENETICS G13=GRAPHIC ARTS

H01=HEALTH

H02=HEALTH-PHYSICAL EDUCATION H03=HEALTH MANAGEMENT/ADMINISTRATION H04=HISTORY H06=HORTICULTURE

H07=HOSPITAL ADMIN H08=HOTEL/RESTAURANT MANAGEMENT H11=HUMAN RESOURCE MANAGEMENT

H13=HEALTH/HUMAN SCIENCE

H16=HEALTH/FITNESS

H19=HVAC

H25=HUMAN RELATIONS

103=INDUSTRIAL ENGINEER **I07=INTERNATIONAL BUS** 108=INTERNATIONAL RELATIONS **I09=INTERNATIONAL STUDIES** I10=INDUSTRIAL MANAGEMENT 123=INFORMATION SYS/MANAGEMENT

124=INFORMATION SYSTEMS

J01=JOURNALISM

L02=LABORATORY TECH

L03=LAW

L08=LIBERAL ARTS L09=LIBRARY SCIENCE L14=LANGUAGES L15=LOGISTICS

M01=MANAGEMENT

M02=MANUFACTURING ENGINEER

M03=MARINE BIOLOGY M04=MARKETING M06=MATHEMATICS

M07=MECHANICAL ENGINEER M09=MED LABORATORY TECH M11=MEDICAL SECRETARIAL

M13=MEDICINE

M14=MENTAL HEALTH

M15=MENTAL RETARDATION

M16=MERCHANDISING

M19=MUSIC

M20=MUSIC THERAPY

M22=METEOROLOGY

M24=MECHANICAL ENGINEER TECH M25=MANUFACURING ENGINEER TECH

M29=MATERIALS ENGINEER M30=MORTUARY SCIENCE

M34=MANAGEMENT INFO SYSTEMS

M43=MEDIA ARTS

M44=MECHANICAL DRAFTING M47=MUSIC EDUCATION M48=MINISTRY (Youth) M51=MEDICAL IMAGING

N01=NUCLEAR ENGINEERING

N03=NURSING N07=NEUROSCIENCE

O02=OFFICE MANAGEMENT

O04=OCCUPATIONAL THERAPY

O05=OPTOMETRY

O09=OCCUPATIONAL SAFETY

P02=PARALEGAL P05=PHARMACY P06=PHILOSOPHY P07=PHOTOGRAPHY P10=PHYSICAL THERAPY P11=PHYSICIANS ASSISTANT

P12=PHYSICS

P15=POLITICAL SCIENCE P22=PSYCHOLOGY P24=PUBLIC RELATIONS P28=POLICY/MANAGEMENT P29=PARKS & RECREATION P39=PHARMACOLOGY P42=PLANNING P45=PSYCHIATRY

P49=PARKS/RESOURCE MANAGEMENT

P52=PLASTICS ENGINEERING

R01=RADIOLOGY R02=REAL ESTATE

R05=RECREATIONAL THERAPY

R07=REHABILITATION R08=RELIGION R13=RADIOGRAPHY

R15=RESPIRATORY THERAPY

R17=ROBOTICS

S01=SALES MANAGEMENT

S03=SCIENCE

S04=SECONDARY EDUCATION

S11=SOCIAL WORK S12=SOCIOLOGY

S14=SPECIAL EDUCATION S15=SPEECH COMMUNICATION S16=SPEECH PATHOLOGY

S20=SYSTEMS ENGINEERING

S21=STATISTICS

S22=STRUCTIONAL ENGINEER S23=SAFETY ENGINEER S24=STRUCTURAL DESIGN S26=SPORTS MEDICINE

S27=SURVEYING

S37=SOCIAL STUDIES

T01=TECHNICAL WRITING

T02=TEXTILES T04=THEOLOGY

T08=TELECOMMUNICATIONS

U01=UNDECLARED U04=URBAN STUDIES

V01=VETERINARY MEDICINE

W01=WELDING

W02=WORD PROCESSING

W03=WRITING

W07=WILDLIFE SCIENCE

Z01=ZOOLOGY