

Social Security Number Collection and Usage

In compliance with 119.071(5), Florida Statutes, this document serves as notification of the purpose(s) for the collection and usage of the Social Security Number (SSN) by Chipola College.

Chipola College collects and uses the SSN only for the following purposes in performance of the College's duties and responsibilities. In an effort to protect your identity, Chipola College will secure your SSN from unauthorized access, and will never release your SSN to unauthorized parties.

Registrar's Office

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student in the amount of \$50.

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (Section 1008.386, Florida Statutes). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSNs are protected by federal regulations under the Family Educational Rights and Privacy Act (FERPA) and are NEVER released to unauthorized parties.

For professional development and licensing classes, SSNs are used for state licensure reporting requirements. For Workforce grant funded programs, SSNs are used as an identifier for program enrollment and completion.

Financial Aid Office

The financial aid office at Chipola College requires students to submit SSNs on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record, and to coordinate state and federal aid programs.

Human Resources

The College's Human Resources' Office collects SSNs for the following purposes: Identification and verification; background checks; payroll administration; garnishments; data collection, reconciliation and tracking; benefits administration; tax reporting; and state and federal employment.

Providing your SSN is a condition of employment at Chipola College.

The Chipola College Foundation, Inc.

The Foundation for Chipola College Inc. collects SSNs for the following purposes: as a unique numeric identifier and for reporting scholarship recipients to the Department of Education and the Florida

Community College Foundation. SSNs also are required by certain scholarship donors in accordance with their trust or scholarship agreements.

Educational Talent Search (ETS) and Outreach Programs

Both the ETS and the College Reach-Out Program (CROP) collect SSNs to track students for outcome data and reporting criteria as required by the grant project.

Public Service Program Assessment Center

The Public Service Program Assessment Center collects SSNs for fingerprint submissions to the Florida Department of Law Enforcement.