

Request for Social Security Number

Furnishing a Social Security Number (SSN) is voluntary and not required for enrollment; however Capital Community College is required by federal law to report to the Internal Revenue Service (IRS) the name, address and SSN for persons from whom tuition and related expenses are received. Federal law also requires the College to obtain and report to the IRS the SSN for any person to whom compensation is paid. Failure to provide such information may delay your enrollment. The College will not disclose a SSN for any purpose not required by law without the consent of the student.

Social Security Numbers (SSNs) collected by the College may be used in a variety of ways, such as but not limited to the following.

1. To identify such student records as applications for admission, registration-related documents, grade reports, transcript and certification request, immunization records, student financial records, financial aid records and permanent academic records;
2. To determine eligibility, certify school attendance and report student status;
3. To use as an identifier for grants, loans and other financial aid programs; and
4. To identify and track employment records.

I _____ [Printed Name of Student], have read and I understand the above and decline to provide a Social Security Number (SSN).

Student's Signature: _____ Date: _____

This letter must be signed and returned by all recipients. A missing Social Security Number hold has been placed on your account that will prevent you from registering until this letter is signed and returned to the Admissions office.

I certify with my signature that I am the applicant and that the information I have provided above is accurate. I realize that any misleading information provided by me may be cause for dismissal.