

NUMBER: 603

SUBJECT: SOCIAL SECURITY NUMBERS

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PAGE 1 OF 1

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***603.1 – POLICY***

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security Account Number (SSAN) to the Student Services Office is voluntary. Students who do not provide Bridgerland Technical College (BTECH) with a SSAN will be assigned an institutionally generated, specific student number.

This number (or the SSAN) will be used as follows: (1) to identify such student records and applications for admission, registration or enrollment documents, competency/completion reports, and permanent records; and (2) to determine eligibility, certify school attendance, and report student status.

No student's SSAN will be disclosed to individuals or agencies outside BTECH except in accordance with Section 600.695, Student Records-Privacy, of the Policy Manual.

***603.2 – EXCEPTION***

For 1098-T reporting purposes, students will be asked to provide their Social Security Number on either Form W9S or a substitute form (BTECH enrollment application). In order for BTECH to comply with the 1098-T reporting requirements, students are required to provide the institution with their Taxpayer Identification Number (TIN), which in most cases is a student's Social Security Number.