

Student Social Security Number Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu.

Purpose

The Student Social Security Policy is intended to demonstrate how students provide their social security number, what this information is utilized for, how it is protected, and how students can update their social security number.

Policy Statement

West Chester University recognizes that it collects and maintains confidential information relating to its students and is dedicated to ensuring the privacy and proper handling of this information.

Social Security Number Utilization

For students furnishing a Social Security number (SSN) is voluntary and not required for enrollment. However, the West Chester University is required by federal law to report payments received from students for qualified tuition and fees to the Internal Revenue Service (IRS). This information includes the student name, home address and SSN for persons from whom tuition and related expenses are received. SSNs are required to be collected and reported to the Department of Education if/when a student applies for federal student aid, state grants, veterans' educational benefits, and other state-based aid. Federal law also requires the University to obtain and report to the IRS the SSN for any person to whom compensation is paid. If students have not provided their SSN it may cause delays in fulfilling these financial aid and IRS requirements.

West Chester University will not disclose student's SSN for any purpose not required by law without the consent of the student or to fulfill a student request.

Social Security number is not utilized for standard student identification, instead the student identification number, assigned when a student applies to the university is used to record applicant/student information. Social Security numbers may not be displayed on materials or documents that would be widely viewed by others, such as identification cards, class rosters, etc.

As per [WCU FERPA policy](#) only WCU employees who need the information to form job functions will have access to SSN information.

The last four digits of a student's SSN appears on student-requested enrolment verifications.

Student Social Security Information

For students furnishing a Social Security number (SSN) is voluntary and not required for enrollment.

However social security number is needed for many financial and financial aid purposes. West Chester University is committed to ensuring students can provide their SSN in a secure method. The below are the secure methods students can utilize to provide their SSN:

- 1) Admissions Application: Many West Chester University applications for admissions include the opportunity to indicate their SSN.

- 2) After applying but before admitted: Students can provide associate a SSN with their record by contacting the appropriate Admissions Office (Undergraduate and Graduate).
- 3) At any time after paying your admissions deposit (matriculation): Students are able to provide their SSN and verification of their number via their myWCU.
- 4) Corrections of SSN: If a student provides an incorrect SSN on their admissions application, they are able to update their SSN and provide verification via myWCU.

Additionally, the university will update a student's record with a SSN from information provided by the U.S. Department of Education for Federal Financial Aid.

References (if needed)

PASSHE offers the following wording SSN language as part of the undergraduate admissions application: The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is voluntary and is not required to determine admissions. Your Social Security Number will be used to match your application with your Financial Aid information and may also be used to match your SAT/ACT scores so failure to provide it may affect your eligibility for financial aid and may delay decisions of admissions. Your social security number is also used to report your educational expenses to the Internal Revenue Service to verify any education-related deductions you may claim on your federal income taxes.

Reviewed by: Registrar's Office, Financial Air, Bursar, Institutional Research, Undergraduate and Graduate Admissions, Payroll

— UNIVERSITY POLICY —

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