Submit Transcripts

After Applying to PHSC, all students (except non-degree seeking) must submit either an official high school transcript confirming graduation or official GED scores indicating the award of a high school equivalency diploma and official transcripts from each U.S. college or university attended in order to finalize admission to PHSC. All official transcripts must arrive in sealed envelopes from issuing institution and be addressed to:

Admissions and Student Records
Pasco-Hernando State College
10230 Ridge Road
New Port Richey, FL 34654

NOTE: PHSC accepts electronic transcripts only from Florida public colleges and universities.

Apply for Financial Aid

Students are encouraged to apply for federal financial aid by applying directly online at FAFSA.ed.gov. Any application for financial aid should be completed well in advance. Applicants for Title IV Federal Aid (e.g., Pell Grant) must submit either high school transcripts or GED scores indicating successful program completion.

The PHSC school code is 010652.

Information is available at: www.phsc.edu/financialaid

Demonstrate Readiness For Coursework

• Students planning to enroll in degree programs, including college career and technical certificate programs and/or college-level English and math courses, must take a common placement test. The test assesses reading, writing, and mathematics skills and recommends placement into college-level or developmental education courses.

• Students enrolling into most technical certificate programs must take the Test of Adult Basic Education (TABE) within the first six weeks of the program in order to assess basic skills required for certification.

• Students who have a bachelor’s degree, transfer credits in English and mathematics, or previously taken an ACT, Accuplacer, PERT, or SAT exam within the last two years may submit validated records to Admission to receive an exception to testing. Some students may also be exempt from testing, including recent graduates of a Florida public high school or active duty military. Contact Admissions about required documentation for this exemption.

Note: Test scores become inactive after two years.

NOTE: New PHSC students needing the Office of Disabilities Services should register with them as early as possible to process accommodation requests.

Select a Major

Students must select a major using a self-paced career guidance tool designed to explore values, interests, personality, and skills as they relate to possible majors and careers.

• Go to: phsc.edu/selectamajor
• Follow the instructions on creating a new account
• Complete all of the assessments listed
• Use your results to explore career and major options
• Select your “best suited” Major Area of Study

My major area of study is:

Attend a New Student Orientation

All new students (except non-degree seeking) are required to attend a new student orientation before registering for classes. The orientation program reviews PHSC academic programs and policies and is offered in person and year-round through online, day and evening sessions. Check the schedule at www.phsc.edu/orientation for on-campus dates. Contact Student Development at any campus to schedule either an online or on-campus orientation session.

Meet with an Academic Advisor

Before registering for classes, new students are required to meet with an academic advisor. In the one-on-one meeting, advisors discuss student career interests and academic options, review test scores, help build class schedules, and offer information about programs of study. It is recommended that transfer students bring copies of their previous college transcripts with them for advising purposes. Student Development Advisors, located at each campus, provides guidance to new, continuing and returning students.

Register for Classes

• Review the course schedule and make selections
• Check registration dates for current term
• Register online through WISE

Pay for Classes

Students may pay course fees online through WISE or the Tuition Installment Plan (TIP). Students may also pay with check or major credit card (Discover, Visa, MasterCard, or American Express) at the College Store on any campus. Separate payment may be required for course fees and books.
Programs of Study
Below is a list of all PHSC programs of study. Select the program that you wish to enroll in and indicate the program code on your application. Information about these programs can be found online in the PHSC Catalog/Student Handbook at www.phsc.edu.

BACHELOR OF APPLIED SCIENCE
Supervision and Management APP-BOA

BACHELOR OF SCIENCE
* Nursing APP-BSN

ASSOCIATE IN ARTS DEGREE PROGRAM
Associate in Arts AA

ASSOCIATE IN SCIENCE DEGREE PROGRAMS
Accounting Technology AS-ACC
Business Administration AS to BS Transfer Program AS-BA
Computer Programming and Analysis AS-CPA
Criminal Justice Technology AS-CJJ
* Dental Hygiene APP-DH
Drafting and Design Technology AS-DDT
E-Business Technology AS-EB
Emergency Medical Services AS-EMS
Financial Services AS-FINS
Fire Science Technology AS-FST
* Health Information Technology APP-HIT
Human Services AS-HS
Industrial Management Technology AS-IMT
Information Technology Security AS-ITS
Internet Services Technology AS-ISTI
Network Systems Technology AS-NST
* Nursing (RN) ADN Transition Program (LPN) APP-NLT
* Nursing (RN) ADN Transition Program (Para) APP-NPT
* Nursing (RN) Generic Program APP-NGT
Office Administration AS-OST
Paralegal Studies (Legal Assisting) AS-LA
* Radiography APP-RAD

COLLEGE CREDIT CERTIFICATE PROGRAMS
Accounting Technology Management TC-ATM
Accounting Technology Operations TC-ATO
Accounting Technology Specialist TC-ATS
AutoCAD Foundations TC-AF
Business Management TC-SBM
Business Operations TC-BO
Business Specialist TC-BS
Computer Programmer TC-BDP
Computer Programming Specialist TC-CPS
Database and E-Commerce Security TC-DECSC
E-Business Software TC-EBSOF
E-Business Technical TC-EB
E-Business Technology TC-EBTEC
E-Business Ventures TC-EBVEV
Financial Para-planner TC-FINP
Healthcare Informatics Specialist TC-HCIS
Human Services Assistant TC-HSA
Information Technology Administration TC-ITAD
Marketing Operations TC-MO
Mortgage Finance Management TC-MFM
Mortgage Finance Operations TC-MFO
Mortgage Finance Specialist TC-MFS
Network Infrastructure TC-NIC
Network Support Technician TC-NSD
Network Virtualization TC-NVC
Office Management TC-OM
Office Specialist TC-OS
Office Support TC-OSS
* Paramedic APP-PARA
Web Development Specialist TC-WDS

APPLIED TECHNOLOGY DIPLOMA PROGRAMS
Emergency Medical Technician ATD-EMT

TECHNICAL CERTIFICATE PROGRAMS
Applied Welding Technologies PSVC-WLD
* CMS Law Enforcement Auxiliary
  Officer Basic Recruit Training Program APP-LEA
  Correctional Officer Crossover Training to Florida APP-CTL
* Correctional Probation Officer Crossover to Florida
  CMS Law Enforcement Basic Recruit Training Program APP-PTL
  Dental Assisting APP-DA
  Florida CMS Correctional Basic Recruit Training Program APP-CO
  Health Unit Coordinator PSVC-HUC
  Law Enforcement Officer APP-LEB
  Law Enforcement Officer Crossover to Florida
  CMS Correctional Basic Recruit Training Program APP-ITC
  Medical Administrative Specialist PSVC-MS
  Nursing Assistant PSVC-NA
  * Pharmacy Technician APP-PHT
  Phlebotomy PSVC-PHT
  * Practical Nursing APP-PN
  * Surgical Technology APP-ST

* LIMITED ACCESS/SELECTED ADMISSIONS PROGRAM
PHSC has a number of programs that may require additional qualifications and prerequisites. These programs are highly specialized and may have enrollment limits. Students who are admitted to limited access programs may have to wait for space to become available to begin their course of studies. If you wish to enroll in a limited access program, you must fill out a separate program application. However, you can indicate your intent to apply by listing a limited access code on your application.
Pasco-Hernando State College
Application for Admission

Submit this form and the non-refundable $25 application fee to the Admissions Office at any of the campuses listed below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Campus</td>
<td>36727 Blanton Road, Dade City, FL 33523</td>
<td>352.567.6701</td>
</tr>
<tr>
<td>North Campus</td>
<td>11415 Ponce de Leon Blvd., Brooksville, FL 34601</td>
<td>352.796.6726</td>
</tr>
<tr>
<td>Porter Campus</td>
<td>2727 Mansfield Blvd., Wesley Chapel, FL 33543</td>
<td>813.527.6615</td>
</tr>
<tr>
<td>at Wiregrass Ranch</td>
<td>450 Beverly Court, Spring Hill, FL 34606</td>
<td>352.688.8798</td>
</tr>
<tr>
<td>West Campus</td>
<td>10230 Ridge Road, New Port Richey, FL 34654</td>
<td>727.847.2727</td>
</tr>
</tbody>
</table>

Residence Statement: The Residence Statement is required of all students and is used to determine the assessment of tuition and fees in accordance with Florida Statute. Complete details regarding the determination of a student’s residence status may be found on the following state website: http://www.facts.org/html_residencyGuidelines.html.

Social Security Number: In compliance with Florida Statute 119.071(5), Pasco-Hernando State College issues this notification regarding the purpose of the collection and use of Social Security Numbers. PHSC collects Social Security Numbers for use in performance of the College’s duties and responsibilities. To protect students’ identities, PHSC will secure Social Security Numbers from unauthorized access. PHSC will never release Social Security Numbers to unauthorized parties, and students at PHSC will be issued unique student identification numbers. The unique student identification numbers are used for all educational purposes at PHSC including registration, accessing online records, etc. For specific legal authority authorizing or requiring collection, please review the student Social Security Number use chart in back of this application packet.

Ethnicity: Providing ethnicity (race) information is not required but assists the College in federal and state reporting in compliance with Title VI of the Civil Rights Act. The information will not be used in the admissions process in a discriminatory fashion.

Students with Disabilities: Support services are available to our students. Complete information about the services may be obtained through the Office of Disability Services at (727) 816-3236.

Financial Aid/Veterans Services: If you wish to inquire about local, state or federal financial assistance, including veterans benefits, contact the Office of Financial Aid/Veterans Services at any of the campuses listed above.

Limited Access Programs: Some programs at the College have restricted admissions, and students applying to those programs are required to submit additional information, including a Limited Access Program Application and non-refundable fee. Questions regarding the requirements for limited access programs should be directed to the Admissions and Student Records Office at (727) 816-3371. For further information, consult the PHSC Catalog/Handbook, the PHSC website or meet with an academic advisor.

Dual Enrollment: High school students seeking to enroll in PHSC credit courses prior to high school graduation, should not use this application. Instead, complete the Dual Enrollment Application. Dual Enrollment Applications can be obtained from any of the campuses listed above or from a high school counselor.

International Students: Non-citizens who plan to attend the College on an F1 or M1 Student Visa must complete the International Student Packet. This packet is available in the Admissions and Student Records Office at any of the three campuses listed above.

Placement Test Requirement: All degree-seeking students or any student enrolling in an English or mathematics course must submit placement test scores. Those students who do not have ACT or SAT scores less than two years of age, should contact the testing center on any of the campuses listed above and make arrangements to take the FCELPT. Transfer students who have completed a college-level course in English or mathematics with a grade of "C" or higher will be exempt from testing.

Transcripts: All students in any college credit program of study (and some vocational credit programs) are required to have official transcripts sent directly to PHSC.

Non-credit Courses: Students seeking to enroll in noncredit courses only, should not use this form. Instead, complete the application and registration online from the College’s website through WISE.

FOR OFFICE USE ONLY

☐ Checked by

Date ____________________________ $ ____________________________

☐ Cash Receipt  No. ____________________________

☐ Register Invoice  Cashier ____________________________

FOR OFFICE USE ONLY
1. U.S. Social Security Number: [redacted]

2. Legal Name: [redacted]
   Last ____________________________  First ____________________________  Middle ____________________________

3. Previous Last Name: [redacted]

4. Local Mailing Address: [redacted]
   Number & Street (including Apartment #) ____________________________  City ____________________________  State ____________________________  Zip Code ____________________________

5. Permanent Address: [redacted]
   (if different from above) Number & Street ____________________________  City ____________________________  State ____________________________  Zip Code ____________________________

6. Telephone Numbers: ( _______ ) ____________________________  ( _______ ) ____________________________
   Primary ____________________________  Other ____________________________

7. E-mail Address: [redacted]

8. Birth Date: _______ / _______ / _______

9. Gender: ☐ Male  ☐ Female

10. Race: Are you Hispanic? ☐ No  ☐ Yes  ☐ Not Reporting
    Check all that apply: ☐ White  ☐ Asian/East Indian  ☐ Black/African American  ☐ Native American/Indian  ☐ Native Hawaiian/Pacific Islander

11. Does your mother/guardian have a bachelor's degree? ☐ Yes  ☐ No  ☐ Unsure/Not answered

12. Does your father/guardian have a bachelor's degree? ☐ Yes  ☐ No  ☐ Unsure/Not answered

13. Are you a citizen of the United States? ☐ Yes  ☐ No

   If NO, indicate your country of birth: ___________________________________________  Citizenship: ___________________________________________

   USCIS Status: ☐ Alien Resident Number: ___________________________________________
   (Attach a copy of your Alien Residency Card.)

   ☐ Non-Resident of U.S. Visa Type: ___________________________________________  Expiration Date: __________
   (Attach a copy of your Passport and I-94 Card.)

14. Is a language other than English your native (first) language? ☐ Yes  ☐ No

15. Do you plan to apply for Veterans Educational Benefits? ☐ Yes  ☐ No
ENROLLMENT PLANS

1. Check the term and indicate the year you plan to begin your enrollment at PHSC:
   - [ ] Fall (August) Yr: _________
   - [ ] Spring (January) Yr: _________
   - [ ] Summer (May) Yr: _________

2. If you plan to enroll in a degree or certificate program, complete the following:
   - [ ] Associate in Arts (AA) Degree
   - [ ] Associate in Science (AS) Degree
   - [ ] Associate in Applied Science (AAS) Degree
   - [ ] College Credit Certificate
   - [ ] Advanced Technical Certificate
   - [ ] Applied Technology Diploma
   - [ ] Technical Credit Certificate
   
   If other than AA, which planned program? _______________________________________________________

3. Indicate your enrollment classification:
   - [ ] Degree or Certificate Seeking Only:
     - [ ] N: New (first time in any college)
     - [ ] T: Transfer from Florida (previous attendance at any FL college/university)
     - [ ] TO: Transfer from outside Florida (previous attendance at any college/university)
     - [ ] P: Post-baccalaureate (earned bachelor’s degree or higher)
   
   Non-degree/Non-certificate Seeking Only:
   - [ ] S: Special Student (limited to 15 hours). (SPOPO–XX)
   - [ ] R: Transient (enrolled at another institution-must provide original transient form). (TRANS–XX)
   - [ ] P: Post-baccalaureate (earned bachelor’s degree or higher). (NDOPO–XX)
   - [ ] P: Teacher Recertification. (SPCRT-XX)

EDUCATIONAL BACKGROUND

1. If you graduated/will graduate from high school, indicate:
   - Name of High School  City, State  Graduation Date (MM/YYYY)
   
   If you graduated from a Florida public high school, please indicate the type of diploma/certificate:
   - [ ] Standard Diploma
   - [ ] Certificate of Completion
   - [ ] IB Diploma
   - [ ] Special Diploma*
   
   *Special Diploma graduates are not eligible for admission to degree, college credit certificate, applied technology diploma or most limited access programs.

2. If you did not graduate from high school, but earned a GED diploma, please complete the following:
   - GED Testing Agency  City, State  Diploma Issue Date (MM/YYYY)

3. List in chronological order all colleges/universities you attended previously. If none, write "NONE."

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>CITY, STATE</th>
<th>DATES ATTENDED</th>
<th>DEGREE EARNED</th>
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Applicant Certification: I certify that the answers given herein are true and correct to the best of my knowledge. I agree that, if accepted, I will abide by all rules, regulations and policies of the College, now and hereafter adopted, as set forth in the District Board of Trustees Rules and as published in the College catalog.

I understand that falsification of information in any admissions document is grounds for denial of admission and may result in dismissal from the College. I hereby give permission to PHSC to photograph me and publish such photos in any PHSC advertising media, including videotapes, slides, printed publications and any other media form, for all of the uses permitted by Florida Statute. I also agree to the release of any transcripts and/or test scores to be sent electronically to or from PHSC to other educational institutions as needed for educational purposes.

Applicant’s Signature ___________________________________________ Date: ______________________
INFORMATION FOR RESIDENCY CLASSIFICATION

RESIDENCE INFORMATION
A Florida resident for tuition purposes is a person who has maintained legal residence in the State of Florida for the 12 months immediately preceding the first day of the full term for which enrollment is requested. The residence status of the dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed by a parent/legal guardian for Internal Revenue purposes. If the student is under 24 years of age, PHSC will assume that the student is a dependent student, and the parent/legal guardian must complete the Residence Statement (below). The Florida Legislature has established a limited number of categories for the granting of in-state residence status to individuals who do not meet the 12 month requirement. The most common categories are included in the Residence Statement (FS1009.21).

If you or your parent/guardian have not lived in Florida for the required 12 month period, and you do not find a category for your specific situation, please describe your status on a separate sheet of paper, attach supporting documentation, and submit this information with your application.

RESIDENCE STATEMENT

FLORIDA RESIDENTS (This section must be completed by the independent student or the parent/legal guardian of the dependent student.)
☐ I am an independent person and have maintained legal residence in Florida for the 12 months immediately preceding the first day of the full term.
   NOTE: Independent persons under the age of 24 years must document independent status by providing the latest year’s tax form.

☐ I am the parent/legal guardian of a dependent student, and I have maintained legal residence in Florida for the 12 months immediately preceding the first day of the full term.

☐ I am an active duty servicemember of the United States military stationed or residing in Florida. DOCUMENTATION REQUIRED: Military ID card and a copy of the servicemember’s permanent military orders to Florida. NOTE: Spouse and dependent children are included.

☐ I have not resided in Florida for 12 months but have established legal residence in Florida and am married to a person who meets Florida residence for tuition requirements. DOCUMENTATION REQUIRED: Residence statement completed by student and spouse, documentation of legal ties to Florida, and copy of marriage license.

☐ I am a full-time instructional or administrative employee of a Florida public school, community or state college, or institution of higher education. DOCUMENTATION REQUIRED: Verification of full-time employment status. NOTE: Spouse and dependent children included.

☐ I am a full-time instructional or administrative employee of a Florida public school, community or state college, or institution of higher education. DOCUMENTATION REQUIRED: Verification of full-time employment status. NOTE: Spouse and dependent children included.

Student’s Name: ___________________________ Student’s Social Security Number: ___________ – _______ – _______

Name of person claiming Florida residence: ___________________________________________________________

Check status: ☐ Student ☐ Parent ☐ Legal Guardian (documentations showing court-appointed guardianship required)

Permanent Address __________________________ Street Address __________________________ City __________________________ State __________________________ Zip Code __________________________

County of Residence __________________________ Beginning Date of Florida Residence __________________________

Driver’s License State ________ County ________ DL Number ________ Original Issue Date ___________ – _______ – _______

Voter’s Registration State ________ County ________ Reg Number ________ Original Issue Date ___________ – _______ – _______

Vehicle Registration State ________ County ________ Tag Number ________ Original Issue Date ___________ – _______ – _______

Non-U.S. Citizen only:
Resident Alien Number __________________________ Issue date ___________ Visa Status __________________________

(Attach a copy of Resident Alien Card or Passport and I-94 Card.)

DOCUMENTATION MAY BE REQUESTED BY THE COLLEGE FOR RESIDENCE DETERMINATION
I affirm that I meet all requirements as provided by Florida Statutes and am eligible for classification as a Florida resident for tuition purposes. I understand that a false or fraudulent statement on this form will subject me to penalties for making a false statement pursuant to Section 837.06 of the Florida Statutes.

Signature of person claiming Florida residence __________________________ Date ___________

NON-FLORIDA RESIDENTS
I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. If I should qualify for a future term, I understand I must file documentation to substantiate my eligibility for reclassification. I understand that this documentation must be filed prior to the beginning of the full term.

☐ I am not a resident of the State of Florida and do not qualify for classification as a resident for tuition purposes.

☐ I am a resident of the State of __________________________.

☐ I am a resident of the State of Florida, but have not resided in the state for the required 12 month period, nor do I qualify for residence classification under any of the exception categories provided by legislative ruling. I established legal residence in Florida on __________________________ and will submit appropriate reclassification documentation when I meet the requirements.

(indicate beginning date of residence here)

Signature __________________________ Date ___________
Independent/Dependent Status for Residency for Tuition Purposes

**Independent Student.** A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the full term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on master’s or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation (most recent year’s tax return) that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at the institution (exclusive of federal, state, and institutional aid or scholarships).

**Dependent Student.** All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

Residency claims must be made by the end of PHSC’s drop/add period for each full term. If residency claim is made after the drop/add period, it will be effective the following full term.
Documentary Evidence for Residency for Tuition Purposes

Prior to establishing residency for tuition purposes, independent or dependent status must be determined.

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. The documents are to prove legal residence of the State of Florida for at least 12 months preceding the first day of classes of the full term for which residency is sought. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be required. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant’s claim of residency. All residency ties to another state must have been relinquished prior to consideration of Florida residency for tuition purposes.

First Tier (at least one of the two documents submitted must be from this list)

- Florida Driver’s license or a State of Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual’s parents if the individual is a dependent child (warranty deed)
- Florida Homestead exemption (current year’s tax bill)
- Transcripts from a Florida high school for multiple years (if the Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida one or more jobs for at least 30 hours per week for a 12-month period (on company letterhead)

Second Tier (may be used in conjunction with one document from First Tier)

- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribe as noted by the Clerk of the Circuit Court)
- A valid, non-expired Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida (ex: insurance, lease, etc.)
- Proof of membership in Florida-based charitable or professional organization
- Other documentation evidencing physical presence in Florida:
  - Utility bills and proof of 12 consecutive months of payments
  - Lease agreement and proof of 12 consecutive months of payments
  - Official federal, state or court document evidencing legal ties to Florida

Residency claims must be made by the end of PHSC’s drop/add period for each full term. If residency claim is made after the drop/add period, it will be effective the following full term.

The College reserves the right to make changes, without notice, in rules, calendar, fees, and course offerings as circumstances may require.
Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number (SSN).

Pasco-Hernando State College (PHSC) collects and uses your SSN only for the following purposes in performance of the college’s duties and responsibilities. To help protect your identity, PHSC policies and procedures prohibit the release or disclosure of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student or employee identification number. This unique ID number is used for all associated employment and educational purposes at PHSC.

Students

Admissions

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 community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college for this purpose, but the IRS is then authorized to fine the student in the amount of $50.00.

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (section 1008.386, FS). 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.

Financial aid

A student’s SSN is required for the following financial aid purposes:

- The United States Department of Education’s (USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender, servicer, or guarantor.

- PHSC collects a student’s SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

- If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website and for reporting purposes.

Library

Student, faculty, and staff SSNs will be used in the college center for library automation, Library Information Network for Community Colleges (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

Outreach programs

The Take Stock in Children, College Reach-Out Program and other similar programs are youth outreach (intervention) projects funded by discretionary grants from the U.S. or Florida departments of education. In order to verify a participant’s project eligibility, Social Security numbers are required and also later used when submitting information for the Annual Performance Reports due to the U.S. or Florida departments of education.

Workforce programs

These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, AWI requires that all participants and their program related activities be recorded in the Florida state system.
### STUDENT Social Security Number Use Chart

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>USE OF SOCIAL SECURITY NUMBER</th>
<th>STATUTORY OR REGULATORY AUTHORITY</th>
<th>MANDATORY OR AUTHORIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assistance</td>
<td>Requires institution to verify student's SS#, collection of information, including parents of dependents seeking aid. Requires student to submit social security # to obtain grant, loan or work assistance. Requires institutions to verify number in national database and reporting. Required for FAFSA. Required for Bright Futures and other institutional scholarships/state grants for eligibility purposes.</td>
<td>20 USC 1078; 20 USC sections 1090, 1091, 1092. Section 483 of the Higher Education Act of 1965 (collection of SSN's of students and parents) 34 CFR 668.16, (administrative use) 34 CFR 668.32 and 33 (verify residency) 34 CFR 668.36, (verify with FAFSA) 1009.22 &amp; 1009.23 FS</td>
<td>Yes, mandatory to complete the FAFSA application and required to evidence eligibility for assistance.</td>
</tr>
<tr>
<td>Student Application (Admissions)</td>
<td>Student social security numbers as authorized under the IRS Code (IRC Section 25A)</td>
<td>IRC Section 25A (Hope/Lifetime learning credit tax reporting) SBE Rule 6A-1.0955(3)(e) (authorizes college to maintain information including SSN's on adult students) 1008.386; 119.071(5)(a.) FS Collection and disclosure</td>
<td>Student may refuse, but subject to $50 penalty under IRC Sect. 25A. (Hope/Lifetime Learning tax credit) Pursuant to 1008.386 F.S. College authorized to use SSN, but not require as condition of admission or of graduation. Authorized to use student SSN’s pursuant to State Board of Education Rules and Florida Statutes</td>
</tr>
<tr>
<td>Student income Tax Reporting</td>
<td>Issuance of Forms 1098T (tuition payments report) and 1098 E (loan interest)</td>
<td>26 USC 3402, 6051 26 CFR 1.6050</td>
<td>Student SS# or TIN required for filing</td>
</tr>
<tr>
<td>Hope/Lifetime Credit</td>
<td>Reporting of social security numbers to IRS</td>
<td>Federal Register June 16, 2000; IRC Sect. 25A</td>
<td>Student may refuse, but subject to fine.</td>
</tr>
<tr>
<td>Outreach Programs: College Reach Out Program; Workforce Programs</td>
<td>Administrative use for state (FDOE) or federal (DOE) reporting; Social Security numbers may also be used for verifying eligibility for programs and establishing residency requirements.</td>
<td>119.071(5)(a). FS</td>
<td>Yes, authorized for administrative use</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Federal Work Study</td>
<td>34 CFR 668.36</td>
<td>Mandated for Federal Work Study</td>
</tr>
</tbody>
</table>