

U-Pass Exemption Request Form

Spring Semester 2012



Douglas
College



Personal Information (To be completed by student)

Last Name: _____ First Name: _____
 Address: _____ City: _____
 Postal Code: _____ Telephone #: _____
 Email: _____ Student #: _____

U-Pass is a mandatory program. Students meeting one of the following provisions *may* be granted an exemption. Please check **one** provision and attach the required documentation. This exemption form is valid for the Spring 2012 Semester only.

Acceptable Exemptions (Please check the applicable.)

- I hold a valid U-Pass BC from another post-secondary institution with Metro Vancouver. Please attach a photocopy (**front and back**) of your U-Pass and student ID card from the other post-secondary institution. ID numbers will be verified with issuing authority.
- I hold another valid nontransferable Translink pass (i.e. government, employee pass). Please attach a photocopy (**front and back**) of your pass. ID numbers will be verified with issuing authority.

Student Signature: _____ Date: _____

Note: If you have a documented physical or psychological condition that prevents you from using public transit, please complete the U-Pass Medical Exemption Form.

Important Information

- The deadline to submit is **Friday, March 16, 2012**. Exemption forms submitted after the deadline will not be processed.
- If you have received a Douglas College Winter 2012 U-Pass, you must return it with this form to be eligible for an exemption.
- Incomplete applications will not be processed. This form must be completed and documentation attached as necessary. **All documents must be easily legible or they will not be processed.**
- Students will only be contacted (by email) if further clarification is required. Please check your fee assessment for status.
- If you are entitled to a refund, a cheque will be issued by mail. Please ensure that your address is updated on myDouglas. **In order to receive a full refund, your U-Pass BC must be returned prior to the activation dated. Once your U-Pass BC card becomes active, refunds will not be issued for the current month or previous months.**
- For more information regarding U-Pass, exemptions, and terms of use, please visit www.douglascollege.ca/services/u-pass.html.

Mail:	Douglas, College, Finance Department U-Pass BC Program, PO Box 2503 New Westminster, BC V3L 5B2	Scan and Emailed:	upassbc@douglascollege.ca
		Fax:	604.527.5555
		Drop-off:	New Westminster: Cashier's Drop Box David Lam: Drop Box by U-Pass Dispensing Machines

The information on this form is collected solely for the purpose of delivering the services of the U-Pass Program and to grant program exemption as requested. All documentation is kept in confidence in accordance with the Freedom of Information and Protection of Privacy Act.