



## U-PASS SPECIAL CIRCUMSTANCE OPT-OUT FORM - GRADUATE STUDENTS

All part and full time graduate students enrolled in a course on the Prince George campus of the University of Northern British Columbia are assessed the mandatory U-Pass fee. Only students who meet the eligibility criteria will be able to opt-out via receiving a credit of the semester U-Pass fee onto their UNBC student accounts after the U-Pass opt-out has been approved by the City of Prince George. **This form and supporting documentation must be e-mailed by the end of the first month of the semester to [upass@unbc.ca](mailto:upass@unbc.ca)**

### **STEP ONE:**

#### CIRCLE ONE OF THE ELIGIBILITY CATEGORIES

- (a) any graduate student in receipt of the annual “BC Bus Pass” issued by the BC Government under the BC Bus Pass program;
- (b) any graduate student with a disability who can demonstrate a necessity to commute to and from UNBC by automobile other than on a Prince George Transit fixed route or by way of HandyDart services;
- (c) any graduate student who has not taken courses at a Prince George UNBC campus for two consecutive years, providing they have an e-mail or letter of proof signed by their supervisor; or
- (d) any graduate student who has been living outside of Prince George for the minimum of two years, providing they have an e-mail or letter of proof signed by their supervisor.

### **STEP TWO:**

PLEASE PRINT CLEARLY

Student Name: \_\_\_\_\_

UNBC Email: \_\_\_\_\_

Student Number: \_\_\_\_\_

Semester: \_\_\_\_\_

### **STEP THREE:**

E-mail the completed form **and** supporting documentation to [upass@unbc.ca](mailto:upass@unbc.ca) from your UNBC student e-mail address by the end of the first month of the semester. Supporting documentation must be included for the form to be processed and approved by the City of Prince George.