



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 gsoffice@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 (attach copy);
- (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 (attach supporting documentation);
- (c) any graduate student who has not taken courses at a Prince George UNBC campus (attach semester registration with no courses listed); or
- (d) any graduate student who has been living outside of Prince George (attach documentation with address outside of Prince George).

STEP TWO:

PLEASE PRINT CLEARLY

Student Name: _____

UNBC Email: _____

Student Number: _____

Name of UNBC Program: _____

Semester: _____

STEP THREE:

E-mail the completed form **and** supporting documentation to gsoffice@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.