

# U-Pass Exemption Application Form

**THE FALL 2024 DEADLINE FOR EXEMPTIONS IS SEPTEMBER 30, 2024.**  
**THE WINTER 2025 DEADLINE FOR EXEMPTIONS IS JANUARY 31, 2025.**  
**THE SPRING/SUMMER 2025 DEADLINE FOR EXEMPTIONS IS MAY 31, 2025.**

## STEP 1

TYPE OF EXEMPTION REQUESTED (Please check one category)

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Registered as a distance student (all Winter 2021 courses registered online)

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Reside outside the OC Transpo Service Area or the STO Service Area

Fall term

City, province/state and country you currently reside within: \_\_\_\_\_

Supporting Documentation:

A utility bill (e.g. hydro, cable, phone) that has been issued within the past two months; **and**  
**One (1)** of the following supporting documents must be presented:

- Driver's licence, or
- Tenancy agreement relating to leased premises

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Outgoing international exchange student

Fall term

Supporting Documentation:

A copy of your timetable that demonstrates that you are registered in the exchange program

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Internship outside of Ottawa for more than 60 days

Fall term

Supporting Documentation:

A signed letter from the Department coordinating the internship

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Registered with the Canadian National Institute for the Blind

CNIB Pass Number: \_\_\_\_\_

### PLEASE NOTE

- ✓ Submitting an exemption form does NOT guarantee that your exemption has been approved.
- ✓ Late, retroactive, and/or incomplete applications will NOT be considered.
- ✓ You may be required to submit additional documentation if necessary
- ✓ Please note that "no proof necessary" does not mean that the exemption does not need to be submitted.

# U-Pass Exemption Application Form

- Conducting research outside of Ottawa for more than 60 days**  
 Fall term

Supporting Documentation:

*"I confirm that the student will be conducting research outside the city of Ottawa for a minimum of 60 days during the fall and/or winter semester(s)"*

Thesis or Research Supervisor, or Authorized Departmental Representative:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Telephone

- Para Transpo registrant who resides within the RTA-A**  
 Fall term

Supporting Documentation:

Proof of residency

- Is now a part-time, or no longer registered, as a student at the Saint Paul University.**

Supporting Documentation:

No proof necessary.

- Official note from a medical practitioner that specifies that the student cannot ride the bus, including Paratranspo.**

Supporting Documentation:

Official letter from medical practitioner.

PLEASE NOTE

- ✓ Submitting an opt-out form does NOT guarantee that your exemption has been approved.
- ✓ Late, retroactive, and/or incomplete applications will NOT be considered.
- ✓ You may be required to submit additional documentation if necessary
- ✓ Please note that "no proof necessary" does not mean that the exemption does not need to be submitted.

# U-Pass Exemption Application Form

## STEP 2

### Student Information

Student Number

Telephone Number

E-mail

First Name

Last Name

## STEP 3

If you picked up a U-Pass this year, it must be returned and stapled to the outlined dotted line.

*If you have already received your U-Pass card, you must attach it to this application in order to be eligible for an exemption.*

## STEP 4

Sign and date form. *Any exemption forms submitted without a signature will not be processed.*

Signature

Date

## STEP 5

Submit your exemption form and supporting documentation in person at the SPUSA Main Office (GIG 038), email it to [upass@ustpaul.ca](mailto:upass@ustpaul.ca) or send it by mail to:

ATTN: U-Pass Exemption  
Saint Paul University Students' Association  
223 Main Street  
Ottawa ON K1S 1C4

All supporting documentation **must also be photocopied** before being attached to your application. The documents will not be returned.

If you are unsure of what supporting documentation to provide, please email us before submitting an application.

### FOR OFFICE USE ONLY

Date

Approved  Not approved

By

Notes