

U-Pass Exemption Application Form

THE FALL 2025 DEADLINE FOR EXEMPTIONS IS SEPTEMBER 30, 2025.

THE WINTER 2026 DEADLINE FOR EXEMPTIONS IS JANUARY 31, 2026.

THE SPRING/SUMMER 2026 DEADLINE FOR EXEMPTIONS IS MAY 31, 2026.

STEP 1

TYPE OF EXEMPTION REQUESTED (Please check one category)

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

☐ **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

☐ **Outgoing international exchange student**

☐ Fall term

Supporting Documentation:

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

☐ **Internship outside of Ottawa for more than 60 days**

☐ Fall term

Supporting Documentation:

A signed letter from the Department coordinating the internship

☐ **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 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