

U-Pass BC Program Exemption Request Form

Winter Semester 2020



DOUGLAS COLLEGE



Personal Information (To be completed by student)							
Last Name: _____	First Name: _____						
Address: _____	City: _____						
Postal Code: _____	Telephone #: _____						
Email: _____	Student #: _____						
<p>U-Pass BC is a mandatory program. Students meeting one of the following provisions <i>may</i> be granted an exemption. Please check one provision and attach the required documentation. This exemption form is valid for the Winter 2020 Semester only.</p>							
Acceptable Exemptions (Please check the applicable.)							
<input type="checkbox"/> I hold a valid nontransferable U-Pass BC on Compass Card from another post-secondary institution within Metro Vancouver. Please attach a photocopy of the back of your Compass Card <i>and</i> the front of your student ID card from the other post-secondary institution. U-Pass BC on Compass Cards will be verified with Translink.							
<input type="checkbox"/> I hold another valid nontransferable Translink pass (i.e. government, employee pass). Please attach a photocopy (front and back) of your Compass Card. These will be verified with Translink.							
Student Signature: _____	Date: _____						
<p>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.</p>							
Important Information							
<ul style="list-style-type: none"> • The deadline to submit is Monday, January 20, 2020. Exemption forms submitted after the deadline will not be processed. Do not request your U-Pass on Compass Card if you plan on submitting an exemption form. • 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 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 MyAccount. Once your U-Pass BC has been requested on Compass Card, refunds will not be issued for the current month or previous months. • For more information regarding U-Pass, please visit www.douglascollege.ca/upass 							
Mail:	Douglas, College, Finance Department U-Pass BC Program, PO Box 2503 New Westminster, BC V3L 5B2						
	<table border="1"> <tr> <td>Scan and Emailed:</td> <td>upassbc@douglascollege.ca</td> </tr> <tr> <td>Fax:</td> <td>604.527.5900</td> </tr> <tr> <td>Drop-off:</td> <td>New Westminster: Cashier's Drop Box Coquitlam: Registrar's Office Drop Box</td> </tr> </table>	Scan and Emailed:	upassbc@douglascollege.ca	Fax:	604.527.5900	Drop-off:	New Westminster: Cashier's Drop Box Coquitlam: Registrar's Office Drop Box
	Scan and Emailed:	upassbc@douglascollege.ca					
Fax:	604.527.5900						
Drop-off:	New Westminster: Cashier's Drop Box Coquitlam: Registrar's Office Drop Box						

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.