



Note: Requests must be submitted by the College's drop deadline. For specific dates, please refer to the [Important Dates](#) page on the Bow Valley College website. **According to Calgary Transit's UPass contract, you cannot opt out of the UPass fee if you qualify for a low-income transit pass.**

Instructions:

- Complete this form in full; incomplete forms may cause delays or be rejected.
- Completed forms and supporting documentation can be dropped off at the Office of the Registrar (1st Floor, South Campus); or emailed to UPassOptOut@bowvalleycollege.ca.
- It is the students' responsibility to provide all required supporting documentation within posted deadlines. Copies are acceptable. Original documents will not be returned.
- Refunds for successful opt-out requests will be applied to students' accounts within 2 months after the opt-out deadline.

Personal Information:

Last Name	First Name	Student Number
Street Address	City	Province
		Postal Code
Primary Phone	Email address	

I request exemption from the U-Pass program as I meet the conditions of the following exception provision (please choose one and attach required documentations):

REASON FOR EXCEPTION

- ☐ As a result of a physical disability, I cannot use Calgary Transit regular services or Calgary Transit Access.
- ☐ I am registered in a distance learning program and am considered a regional learner living outside of Calgary.
- ☐ I am studying abroad on an international exchange outside of Canada for the duration of the term.
- ☐ All of my classes are on-line this term; I do not have any on-campus classes.

REQUIRED PROOF

- Proof that you are ineligible for Calgary Transit Access or regular transit.
- No proof necessary, we will confirm your student status.
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Student Signature	Date Signed

The information that you provide on this form is collected under the authority of the Post-secondary Learning Act and Freedom of Information and Protection of Privacy Act Section 33(c). It will be used to issue U-Pass opt-out refunds. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the ONECard Desk at 403-440-7711.

FOR OFFICE USE ONLY

Date Received	Received by
UPass fees paid?	Opt out granted?
Y N	Y N
Date Reviewed	Reviewed by