



U-PASS BC PROGRAM CLINICAL EXEMPTION REQUEST



PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT). Please print neatly.

Last Name		First Name	
Home Address			
City		Postal Code	
Phone		Student #	
Program Name			
Hospital Name (where clinical is taking place)		Dates Attending Clinical	
		From	To
Your Address While Attending Clinical			

U-Pass BC is a mandatory program. This form is only for clinical rotation students and confirmation from your program head is required by the U-Pass department before any exemption is granted. Location of clinical rotation and clinical address will determine whether you are eligible for an exemption.

Please note only current semester exemptions will be granted. A new form needs to be completed for the following semester if required.

Please attach a photocopy (front and back) of your BCIT student ID.

Student Signature	Date
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Notes:

- The deadline to submit is the 20th of each month (or next business day)
- Incomplete applications will not be processed. This form must be completed and documentation attached as necessary.
- Please allow 10 business days for processing. Please check myCommunication in **my.bcit.ca** for the status of this request.
- If you are entitled to a refund, a cheque will be issued by mail. Please ensure that your address is updated in Student Self Service on my.bcit.ca. Once your U-Pass BC becomes active, refunds will not be issued for the current month or previous months.
- For more information regarding U-Pass BC, exemptions and terms of use, please visit **bcit.ca/u-pass**.

<p>Mailing Address: BCIT – Student information and Enrolment Services SW1– First Floor U-Pass Administrator 3700 Willingdon Avenue Burnaby, BC V5G 3H2</p>	<p>Emailed: upassadmin@bcit.ca Fax: 604.430.1331 Drop-off: BCIT Student information and Enrolment Services SW1– First Floor</p>
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BCIT collects your personal contact information and BCIT student number for the purpose of delivering the services of the U-Pass BC Program and to grant program exemption if requested.

For questions about BCIT’s collection and use of personal information, contact: the Privacy and Records Management Office, located in the BCIT Library.