



U-PASS BC PROGRAM EXEMPTION REQUEST

Student Information and Enrolment Services

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2



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

Last Name	First Name
Home Address	
City	Postal Code
Phone	Student #

U-Pass BC is a mandatory program. Students meeting one of the following criteria may be granted an exemption. Please check one category only and attach the required documentation.

EXEMPTION CATEGORY (PLEASE CHECK ONE OF THE FOLLOWING CATEGORIES)

This form must be completed each term.

- I hold a valid U-Pass BC from another post-secondary institution within Metro Vancouver. Please attach a photocopy (front and back) of your BCIT Student ID and Compass card from the other institution.
- I hold another valid non-transferable Translink pass (i.e. government, employee pass). Please state what type of pass is held _____ and attach a photocopy (front and back) of your pass and BCIT student ID card. ID numbers may be verified with issuing authority.
- I have a documented physical or psychological condition that prevents me from using public transit. Please attach a completed U-Pass BC Medical Exemption Form, if one has not been previously submitted.

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**.

MAILING ADDRESS: BCIT – Student information and Enrolment Services SW1– First Floor U-Pass Administrator 3700 Willingdon Avenue Burnaby, BC V5G 3H2	EMAILED: upassadmin@bcit.ca FAX: 604.430.1331 DROP-OFF: BCIT Student information and Enrolment Services SW1– First Floor
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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.