



## Student Federation of the University of Ottawa

Section 41 de la FCÉE / CFS Local 41  
Tel. : 613 562 5966 E-Mail: u-pass@sfuo.ca

## Graduate Students' Association of the University of Ottawa

Section 94 de la FCÉE / CFS Local 94  
Tel.: 613 562 5935 E-Mail: u-pass@gsaed.ca

# U-Pass

## EXEMPTION: FALL 2017

### DEADLINE: September 29<sup>th</sup>, 2017

**Step 1:** Carefully read the following exemption options listed below.

## EXEMPTIONS

**Option 1:** I live in Gatineau but outside the STO service area while attending full-time classes at uOttawa. / I reside outside the OC Transpo urban transit area and the rural transit area A for the duration of the school year while attending full-time classes at UOttawa.

### SUPPORTING DOCUMENTATION

- An official rental agreement or lease dating from the current academic year (please note that typed up or hand written rental agreements will not be accepted), or
- A valid driver's licence, or
- Your most recent utility bill (internet, cable, hydro...) with your name, your address, and the date

\*Please note that we verify your mailing address in your student account

**Option 2:** I am participating in a cooperative work program (COOP) outside the city of Ottawa and Gatineau for 60 days or more .

### SUPPORTING DOCUMENTATION

No proof necessary.

**Option 3:** I am participating in an internship outside the city of Ottawa and Gatineau for 60 days or more. Please choose appropriate sub-category below.

A.) *INTERNATIONAL INTERNSHIP (INTERNSHIP OUTSIDE CANADA)*

### SUPPORTING DOCUMENTATION

No proof necessary.

B.) *INTERNSHIP WITHIN CANADA, BUT OUTSIDE THE CITY OF OTTAWA AND GATINEAU*

### SUPPORTING DOCUMENTATION

- An official letter of acceptance with your name along with the dates and location of the internship, or
- An official letter of confirmation from the person in charge of your internship along with the dates and location of the internship.



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**Option 4:** I am going on an exchange outside of Canada for 60 days or more.

#### **SUPPORTING DOCUMENTATION**

- An official letter of acceptance with your name along with the dates and location of the exchange, or
- An official letter of confirmation from the person in charge of your exchange with your name, the location, and the dates of your exchange.

**Option 5:** I am a member of the Canadian national institute for the blind.

#### **SUPPORTING DOCUMENTATION**

- Your CNIB identification card.

**Option 6:** I have dropped down to part-time, or am no longer registered, as a student at the University of Ottawa. This include MA and PHD students that have submitted their thesis before the deadline and are receiving a 100% financial credit for their university fees.

**SUPPORTING DOCUMENTATION** No proof necessary.

**Option 7:** I have an official note from a medical practitioner that specifies that I cannot ride the bus, including Paratranspo.

#### **SUPPORTING DOCUMENTATION**

- Official letter from medical practitioner.

**Option 8:** I am conducting research/completing my thesis outside the city of Ottawa for 60 days or more.

#### **SUPPORTING DOCUMENTATION**

- Have the research/ thesis table fully completed by your supervisor, or
- Provide an official letter from your supervisor reflecting all the information outlined in the research/ thesis table.

#### **PLEASE NOTE**

- Submitting an exemption form does NOT guarantee that your exemption has been approved.
- Allow at least 14 business days for your exemption to be processed.
- Late, retroactive, and/or incomplete applications will NOT be considered.
- You may be required to fill another exemption for following semesters. Check your UOttawa statement of account for any charges.
- You may be required to submit additional documentation if necessary.
- Please note that “no proof necessary” does not mean that the exemption form does not need to be submitted.



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**EXEMPTION: FALL 2017**

**DEADLINE: September 29<sup>th</sup>, 2017**

**Step 2:** Fill in the student information section.

### STUDENT INFORMATION

Student Number

Telephone Number

E-mail

First Name

Last Name

**Step 3:** Indicate in writing as clearly as possible which option listed in step 1 you want to be exempted for.

Exemption option

For what reason are you submitting an exemption form? Choose ONE exemption option.

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**Step 4:** Indicate in writing as clearly as possible which supporting documents you are providing along with your exemption. Provide ONE of the required necessary proofs regarding your exemption. Any exemption forms submitted without the required supporting documentation will not be processed.

Exemption supporting documentation

Which supporting documentation required for your exemption will you be providing? Choose ONE supporting documentation.

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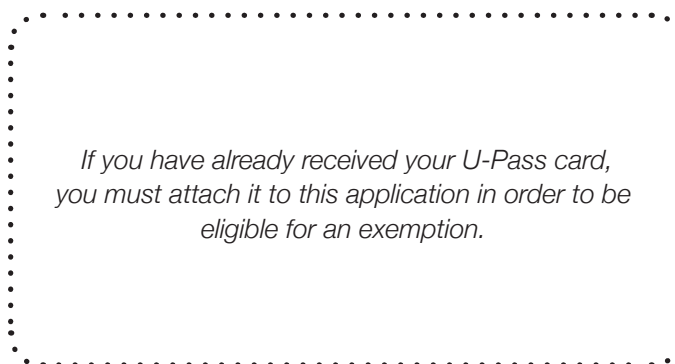
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### Option 8: Research/Thesis

I, _____, hereby confirm that my student, _____, will be conducting research and/or completing his or her thesis outside the city of Ottawa and Gatineau for 60 days or more.			
<b>Email</b>			
<b>University Extension Telephone</b>		<b>Location(s) of student's research</b>	
<b>Supervisor's Signature</b>			<b>Date</b>

**Step 5:** If you picked up a U-Pass this year, it must be returned and stapled to the outlined dotted line.



**Step 6:** Fill in the exemption receipt that will be provided by the receptionist. Please keep this receipt with you until your exemption has been fully processed. This receipt is a proof of your submission. *This is only if you are handing in your exemption form in person at the SFUO.*

**Step 7:** Sign and date form. Any Exemption forms submitted without a signature will not be processed.

Signature

Date

#### FOR OFFICE USE ONLY

Date   Approved  Not approved

Initials

Notes

If you are unsure of what supporting documentation to provide, please email us before submitting an application. You can submit your exemption application in person at the SFUO Main Office, email it to u-pass@sfuo.ca, or send it by mail\* to:

ATTN: U-Pass Coordinator  
Student Federation of the University of Ottawa  
85 University Private, Room 07  
Ottawa, ON K1N 8Z4