



Fédération étudiante de l'université d'Ottawa  
Student Federation of the University of Ottawa  
85, rue University Pvt. Local/Room 07  
Ottawa, Ontario K1N 8Z4  
Tel.: 613 562 5966 Courriel/E-Mail: u-pass@sfuo.ca

Association des étudiant.e.s diplômés de l'université d'Ottawa  
University of Ottawa Graduate Students' Association  
601, rue Cumberland St.  
Ottawa, Ontario K1N 8Z4  
Tel.: 613 562 5935 Courriel/E-Mail: upass@gsued.ca

## Winter 2012 Exemption Application

Your exemption application must be received by the Student Federation of the University of Ottawa (SFUO, 85 University pvt, Room 07), before the January 30<sup>th</sup>, 2012 deadline. Late and retroactive requests will not be considered.

**N.B All Exemption applications submitted without the necessary supporting documentation will not be considered. Please refer to the section "Supporting Documentation" (p.2) for a list of required items.**

Surname:  Given name:

Student number:  Telephone:

E-mail:  Signature:

I am an undergrad student  I am a graduate student

### Exemptions:

- 1. I am a resident of the Service de Transport de l'Outaouais (STO) area of service
- 2. I am an exchange student during the Winter semester
- 3. I am participating in a Coop term outside the city of Ottawa for at least 60 days during the winter semester
- 4. I am conducting research outside the city of Ottawa for a minimum of 60 days during the winter semester

*Thesis or research supervisor, or authorized departmental representative*

Name:  Signature :

E-mail :  Tel :

- 5. I am a member of the Canadian National Institute for the Blind (CNIB)
- 6. I am a part-time student, or not longer registered as a student.



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## Supporting documentation

In order to have us consider your exemption application, you must provide supporting documentation proving your eligibility to an exemption from the Universal bus pass program. Please consult the list below to find out which documents are accepted. Please bring with you the original documents, as well as a photocopy that we can keep on record with your form. If you have received a uPASS card, you **must** return it with this form.

In order to evaluate your request to an exemption, we need:

1. I am a resident of the Service de Transport de l'Outaouais (STO) area of service
  - A valid STO bus pass
  - A utility bill (i.e, hydro, cable, phone) received at the address in the STO area of service, with the student's name on it. This bill must be issued after December 1st 2011
  - A rental agreement or a lease
  - A photo ID with the address in the STO area of service
2. I am an exchange student
3. I am a coop student
  - A letter of acceptance for an exchange or Coop program outside of Ottawa
  - A letter of confirmation from the person in charge of international exchanges, or coop programs for your department or faculty
4. I am conducting research outside of Ottawa for more than 60 days for the Fall semester
  - Your thesis or research supervisor must fill out the exemption form in the prescribed area to that effect.
  - A letter from your thesis supervisor confirming that you are indeed doing research outside the city of Ottawa for a period of time exceeding 60 days over the course of the semester.
5. I am a member of the Canadian National Institute for the Blind
  - Your CNIB identification card
6. I am a part-time student, or no longer registered
  - No proof necessary