

# University of Victoria Graduate Students' Society Appeal Form

## U-Pass Package

Complete this form and submit it to the GSS General Office or by email to [gssoffice@uvic.ca](mailto:gssoffice@uvic.ca).



### 1. Member Information

Student V#
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Date Submitted
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Last Name
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First Name
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Email Address
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Phone
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**Student Signature:** \_\_\_\_\_

The University of Victoria provides a mandatory transit and athletics package for all on-campus students. All graduate students taking 1.0 or more credit units on-campus are assessed the U-Pass and Athletics fees with their tuition by the University of Victoria. All students should be aware that changes to their registration can affect their eligibility for inclusion. Students in this situation should contact the GSS within 30 days of a change in registration (e.g. from distance to on-campus).

Students who meet one of the criteria to opt in or opt out (see <https://gss.uvic.ca/about-gss/services/bus-pass/>) must do so at the GSS office or by email to [gssoffice@uvic.ca](mailto:gssoffice@uvic.ca) within 30 days of the start of each term (Sept. 30, Jan. 31, or May 31).

- 2. I am appealing to** ☐ Opt out of the U-Pass  
☐ Opt in to the U-Pass Package  
☐ A previous decision by the Appeals Committee

**3. In which term are you hoping to opt in/out?**

- ☐ Fall (Sept-Dec)    ☐ Winter (Jan-Apr)    ☐ Summer (May-Aug)

**Note:** if your appeal is granted, the date of opt in/out will be retroactive to the first day of your eligibility for inclusion (i.e. you will need to pay for the entire term if you opt in).

**4. Please explain your reason for appeal on the next page.**

**5. Please attach any documents or evidence as needed.**

#### Protection of Privacy & Student Information

All applicants are advised that any information collected by University of Victoria Graduate Students' Society will be protected and used in compliance with the BC Personal Information and Privacy Act (2004). By filling in this form, I consent to the disclosure of my personal information to GSS staff, the GSS Appeals Committee, and those administering the U-Pass program.

Explain your case for appealing in detail. Please add supporting documents as necessary. The Appeals Committee makes its decision based on examining procedures. Please focus your appeal on one or both circumstances below:

1. Were there extenuating circumstances preventing your opt-in/out by the deadline?
2. Was there administrative unfairness, which explains why you didn't opt in/out by the deadline?

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### OFFICE USE ONLY

Reception date: \_\_\_\_\_ Received by: \_\_\_\_\_ Meeting date: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

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Committee Chair Name: \_\_\_\_\_ Signature: \_\_\_\_\_