

GSS Appeal Form

GSS U-Pass

GSS Appeals Information

GSS U-Pass Appeals:

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. Students are advised to check their UVic tuition accounts every semester to ensure they are aware of all ancillary fees for which they have been charged.

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 business days of a change in registration (e.g. from off-campus to on-campus). Students who meet one of the criteria to opt in or opt out (see <https://gss.uvic.ca/services/u-pass-package/>) must do so at the GSS office or by email to gssoffice@uvic.ca within 22 days of the start of each term (Sept. 22, Jan. 22, or May 22).

Students may appeal to opt in or out of the U-Pass after this deadline on the basis of personal extenuating circumstances or administrative unfairness that prevented them from meeting the deadline. The Appeal Committee will only approve or deny appeals based on these criteria. For example, if you registered for courses for the first time after the standard University add/drop deadline, you were provided less time to submit your opt in/out than your peers who were able to register with UVic before the deadline. This would be administratively unfair. Please note that appeals on the grounds of car ownership or residence on/near campus will not be accepted.

1. General information:

First Name: _____ Last Name: _____

Student Number: _____ Email: _____

Address: _____ Postal Code: _____

Student Signature: _____ Date: _____

2. I am appealing

To OPT OUT of the U-Pass

To OPT IN to the U-Pass

A previous decision by the Appeals Committee.

Complete this form and submit it to the GSS General Office or by email to the attention of the Finance and Benefits Coordinator at gsoc@uvic.ca

3. In which semester did you first register as a full-time graduate student in the current academic year?

September

January

May

4. Explain your case for appealing in detail. Please include supporting documents as necessary. The Appeals Committee makes its decision based on procedure. Please focus your appeal on the two questions below:

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

5. Next steps:

After you submit an appeal form, the GSS Appeals Committee will review your form within 30 business days. You will receive formal notice of the Appeals Committee decision in writing by email within 7 days of adjudication. If your appeal is accepted, the Finance and Benefits Coordinator will be in touch regarding payment or refunds as required.

If appellants feel that there is new information which was not available at the time of the first submission which may alter the Appeals Committee decision, they may submit this new information, along with an explanation for why this information was not available upon the first submission. The Appeals Committee will then review this material as a new appeal. The Appeals Committee will not

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review the same appeal twice and may reject a second application if there is no new information included.

Appellants can submit an Appeal of an Appeal directly to the GSS Executive Board if they feel that the decision reached by the Appeals Committee was biased or that the GSS procedures were not followed. For example, if Appeal Committee does not meet within 30 business days of the submission. Appellants can contact the Finance and Benefits Coordinator to inquire about their eligibility.

To submit an Appeal of an Appeal, appellants should include:

1. Their original appeal letter
2. Their original appeal decision from the GSS Appeals Committee
3. A new GSS Appeal Form outlining the reasons for the Appeal of an Appeal

These must be emailed to the GSS Chair at gsschair@uvic.ca within 30 days of receipt of the original appeal decision. The Executive Board can only hear cases relating to bias on the part of the Appeals Committee or improper GSS procedure. Disagreement with the decision is not sufficient reason to appeal the Appeals Committee's decision.