Eligibility to opt out of the UPass is restricted to the following (deadline for application is the tuition due date):

|  |  |
| --- | --- |
| Your academic program requires that you be outside of the Halifax Regional Municipality (HRM) for at least 8 consecutive weeks in a semester. | Email from your department or faculty confirming where you will be and the dates of your studies, work or research. |
| You use the Access-a-Bus service or have a CNIB pass. | Proof of registration with Access-a-Bus, a copy of your CNIB pass, or an email from NSCAD Opportunity&Belonging. |
| You live in an area not served by Halifax Transit (including distance education students). | Proof of residence. Examples include a utility bill, lease or mortgage, or home or tenants insurance for your residence. The documentation **must** be in your name. |
| You have a medical concern that prevents you from taking transit. | Letter from your physician or an email from NSCAD Opportunity&Belonging. |
| You dropped to part-time status. | No documentation required. Drop the applicable classes through SelfService. |
| You withdrew from the university. | No documentation required. Drop your classes through SelfService. |

You can NOT opt out of the UPass if:

·                you choose to drive, bike or walk to campus

·                you live near campus

·                your schedule doesn’t allow you to take the bus

If you meet the above criteria, email Student Accounts who will provide a link to the opt out form.