



GRT & ION UPass Opt Out Instruction Guide

Please read the following instructions on how to submit a UPass Opt Out application. You can only submit the application through the GRT & ION UPass Opt Out application link: <https://gsauw.ca/services/upass/>

You must only submit the form ONCE during the opt-out period. Please review the *When to Opt Out* table found of the GRT page of our website [here](#). Information collected in the form will only be used for the purposes of verifying and processing your UPass Opt Out process. Please note that the earlier you submit an application, the sooner we may perform the verification and process your opt out.

Questions? If you have any questions while completing the form, please contact gsa-office@uwaterloo.ca for assistance.

The form will take you through the following steps which will be described in further detail throughout this document.

- Step 1: Provide up-to-date contact information
- Step 2: Select ONE reason for an opt out
- Step 3: Upload supporting documents as needed for proof of eligibility
- Step 4: Click "Finish" to complete and submit the application

Step 1: Provide up-to-date contact information

In this section, you will be providing up-to-date contact information for the GSA Office to verify your information and process your opt out should you be eligible. The GSA Office will use the email provided for any inquiries related to your form submission.

You will need to enter the following information:

- UW Student ID #
- UW email address
- First name
- Phone number
- Last name
- Current home/mailing address and Canadian Bank Account status

Step 2: Select ONE reason for an Opt Out

You will be asked to select ONE of the following reasons for submitting a UPass Opt Out application. Depending on the reason selected, you may need to upload supporting documentation as proof of eligibility that will be verified by



the GSA Office. The GSA Office will use this information to assess your eligibility for an Opt Out. It is recommended that you choose the category in which proof of documentation is most easily obtained and uploaded.

Reasons for an Opt Out and required documentation as proof of eligibility:

Reason for Opt Out	Documentation for Proof of Eligibility
(A) You are a UW student who retains a valid Canadian National Institute for the Blind ("CNIB") registration during the current term.	A valid CNIB Card
(B) You are a UW student who pays fees to UW, but are taking a majority of academic courses at an OUT OF REGION (outside Waterloo Region) University in the current term.	A screenshot of the course enrolment page (on Quest or equivalent) showing enrolment or waitlist status for all UW AND out-of-region University courses for the current term.
(C) You are a UW student who holds a valid Accessible Parking Permit issued by the Ministry of Transportation of Ontario, and are registered with UW Parking Services and UW AccessAbility Services at the beginning of the current term.	<ol style="list-style-type: none"> 1. A valid Accessible Parking Permit issued by the Ministry of Transport of Ontario; AND 2. A Medical Specific Parking Permit from UW Parking Services; AND 3. An email from UW AccessAbility Services (or UW Occupational Health) verifying your registration with their Office
(D) You are a UW student who pays fees to UW, but are considered on professional or academic placement outside the Waterloo Region as part of your degree, which is not considered part of co-operative education during the current term.	An email from the placement organization stating your name, placement location, and placement period (e.g., September 1 - December 31, 2024); OR a screenshot from Learn or Quest with the placement location and period indicated.
(E) You are registered in a research program, have completed your program's required coursework, and are not taking courses in the current term. *Note: You can only apply for option E once per school year (September 1 – August 31).	None. Upon submission of the form under this reason, the GSA Office will contact the Graduate Studies Postdoctoral Affairs (GSPA) Office to confirm your "thesis/writing mode" status and that you are not taking courses in the current term.
(F) You are registered in a course-based program and are not taking a full course load in the current term. *Note: You can only apply for option F once per school year (September 1 – August 31).	Provide proof that you are not taking a full course load in the current term. This should be either a Proof of Enrollment or a letter from your department that states you are not taking a full course load. The letter should



	be signed by authorized staff in your department such as the graduate coordinator, officer, chair, etc.
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Step 3: Upload supporting documents as needed for proof of eligibility

This section will guide you through scanning, uploading, and file naming the necessary documentation for verification as needed.

Questions? If at any point you are uncertain about the required documentation, please contact gsa-office@uwaterloo.ca for assistance BEFORE you submit the form.

Step 4: Click “Finish” to complete and submit application

Following Step 3, you will be directed to an exit page asking you to click “Finish” in order to submit your opt out application.

After submitting, you will receive a “Thank You” message that you can screenshot for your records. **Please be assured that we have received your Opt Out application. We kindly ask that you do not contact the GSA office to confirm receipt of your submission due to the high volume of emails we receive during this period.**

The GSA will process opt outs after the submission deadline has closed. You will be notified in a few weeks by email the status of your opt out applications. The GSA Office will aim to process verified opt outs soon after the application period closes.