



Personal. Global. Transformational

Welcome to Fairleigh Dickinson University



VANCOUVER

We are excited to welcome you to FDU Vancouver, where global minds come together. Here, you will connect with a diverse community of students and faculty, sharing knowledge and experiences that inspire personal growth and expand your global perspective.



STAY CONNECTED AND GET
THE LATEST UPDATES.

   @fduvancouver

TABLE OF CONTENTS

Important Dates.....	1
Admissions.....	1
Who to Contact.....	2-4
Policies and Requirements.....	5
FDU NetID Account.....	5
FDU Vancouver - Georgia Campus.....	6
Student Services.....	7
Important Identifications.....	8-9
Living in Vancouver.....	10-15
Contact Information.....	16
How to Visit a Doctor Using GuardMe.....	17
MSP Guide.....	18-22
FDU Counseling Services and Community Support Services.....	23
Sexual Abuse and Victim Support.....	24
Addiction and Overdoses.....	25
Childcare.....	26-27
Career Services.....	28
Highlighted Events.....	29
BC Employments Rights Handbook.....	30-32
Handshake User Manual.....	33-35

IMPORTANT DATES

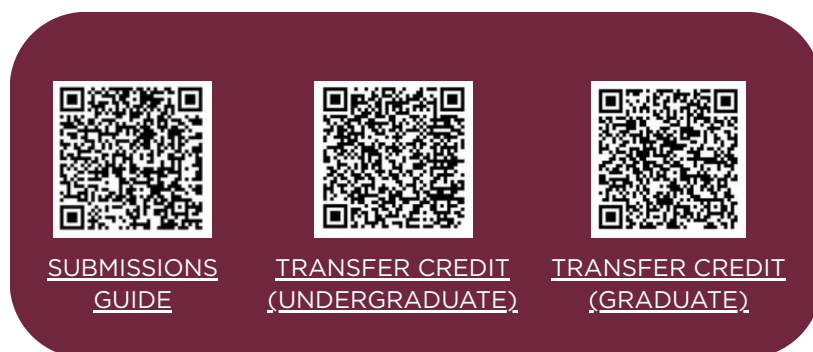
WINTER 2026

- **JANUARY 8:** First day of class
- **JANUARY 19:** Last day for new registration and final drop/add changes



ADMISSIONS

- To ensure a smooth start, please complete your official academic document verification. If you need assistance, scan the QR code below to book an appointment with the admissions team.
- Scan the QR code below to access the Official Document Submission Guide.
- If you have pre-approved transfer credits, be sure to submit all required documents to finalize your transfer.



 **CONTACT ADMISSIONS:** vancouver-admissions@fdu.edu

WHO TO CONTACT

ACADEMIC ADVISING CENTRE

The Academic Advising Centre is dedicated to providing academic guidance to help you make the most of your experience at FDU. They offer support with:

- Explaining the academic requirements of FDU programs
- Assisting with course selection
- Exploring various program options
- Interpreting academic policies and procedures
- Providing strategies to help students with their academic performance

✉ Contact Ayten Kun: ayten@fdu.edu

✉ Contact Sydney Shi: sydneyshi@fdu.edu



[BOOK YOUR
APPOINTMENT WITH AN
ADVISOR](#)

Students are encouraged to meet with an academic advisor regularly to stay on track with their academic goals.

ACADEMIC SUPPORT

✉ For **English Placement/Math Test inquiry**, contact vancouvertesting@fdu.edu

✉ For **Academic Tutoring and Academic Workshop questions**, contact nicolasg@fdu.edu

✉ For **Writing Centre** questions, contact Aden DurEAden at a.dureaden@fdu.edu



[BOOK YOUR
PLACEMENT TEST](#)



[BOOK YOUR
ACADEMIC TUTORING](#)



[BOOK YOUR
ACADEMIC
WORKSHOP](#)



[BOOK YOUR
WRITING CENTRE
APPOINTMENT](#)

ENROLLMENT SERVICES

✉ **Contact Enrollment Services** at esvancouver@fdu.edu, for questions about:

- Document Requests
- Tuition Payments & Payment Plans
- Registration, Withdrawals & Leave of Absences
- Graduation
- FDU ID Cards
- Printing credit refills
- Tax Forms
- Program and Specialization Changes
- Address and Name Changes
- Academic Appeals and Requests for Reconsideration



[BOOK AN APPOINTMENT
WITH ENROLLMENT SERVICES](#)

ADMISSIONS

✉ **Contact Admissions** at vancouver-admissions@fdu.edu, for questions about:

- Submitting your academic documents for verification before registration
- Transfer credits and submitting supporting documents



[BOOK AN APPOINTMENT
WITH ADMISSIONS](#)

CAREER SERVICES

✉ **Contact Career Services** at careerservicesv@fdu.edu, for questions about:

- Career Planning and Advising
- Internship Program
- Resume and Cover Letter Assistance
- Interview Preparation and Practice
- Job Search Strategies
- Upcoming career-related events and workshops

Follow Career Services on Instagram!

[Instagram.com/fduv.careerservices](https://www.instagram.com/fduv.careerservices)

Explore the Career Services Website!

fdu.edu/campuses/vancouver-campus/career-services/

STUDENT SERVICES

✉ **Contact Student Services** at vancouverstudentservices@fdu.edu, for questions about:

- Orientation
- Health and Medical Insurance
- Housing
- Student Activities and Events
- Mental Health and Counseling Services
- Student Clubs

✉ **For Housing Support**, contact Andrée-Anne Pouliot at a.pouliot@fdu.edu

✉ **For Immigration Inquiries**, contact Emily Wang at m.wang1@fdu.edu or book an appointment.



[BOOK YOUR
IMMIGRATION
APPOINTMENT](#)

COUNSELING SERVICES

✉ **For Counseling Services** contact Yumiko Nogami at fduvcounseling@fdu.edu or book an appointment.



[BOOK YOUR
COUNSELING
APPOINTMENT](#)

CENTRE FOR ACCESSIBLE LEARNING

Fairleigh Dickinson University provides reasonable academic accommodation(s) to Vancouver Campus students who present current (within the last 3 years) documented verification, signed by a qualified professional, that they need an accommodation for a specified disability or disabilities.

✉ Contact Jobin Mojtabavi at jobin@fdu.edu.

POLICIES AND REQUIREMENTS

Explore the QR codes below to learn about FDU Vancouver policies and requirements:



DISPUTE RESOLUTION
POLICIES



PROGRAM ATTENDANCE AND
PROGRESSION POLICIES

 Contact Enrollment Services at esvancouver@fdu.edu

FDU NETID ACCOUNT

FDU NETID ACCOUNT (email account and more)

Your NetID is your username and password that will give you access to your FDU WebMail account, to the wireless network on campus, to log into FDU computers, and to access FDU's online library and access your online web tools. You will need to "Claim" your NetID account which get created beforehand by our system.



CLAIM YOUR
NET ID

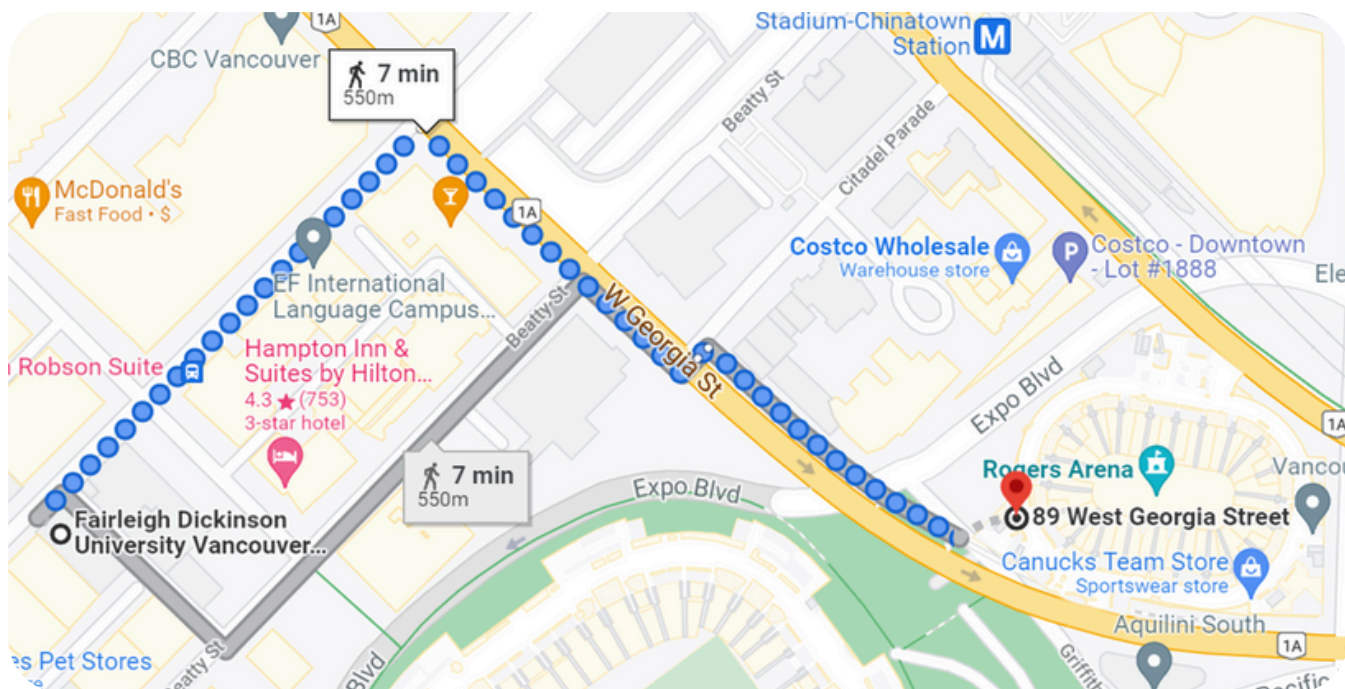
If you have any questions or concerns, please reach out for technical assistance.



REQUEST SAMI
SUPPORT

FDU VANCOUVER- GEORGIA CAMPUS

- The Georgia campus is located at 89 W Georgia St, Vancouver, on the 11th floor.
- Use your FDU student ID to access the campus, by tapping to the reader located by the entrance and inside the elevator.
- If you don't have an FDU student ID, dial 1100 on the buzzer, located by the entrance to request access.
- There are no classes held at Georgia Campus this semester



STUDENT SERVICES

THE TEAM



**JOBIN
MOJTABAVI**
Director of
Student
Services



**SHEENAM
BHARDWAJ**
Activities
Coordinator



**EMILY
WANG**
International
Student
Advisor



**ANDRÉE-
ANNE
POULIOT**
Housing
Coordinator

- ✓ Participate in on-campus social, cultural, and spiritual activities and events
- ✓ Receive immigration support with visas, study permits, and work permits
- ✓ Learn about health insurance and coverage options
- ✓ Access mental health support with confidential counselling services to support your well-being
- ✓ Find guidance for reliable off-campus housing options
- ✓ Explore study abroad opportunities with FDU Faculty and select partners

CONNECT WITH US:

 vancouverstudentservices@fdu.edu

IMPORTANT IDENTIFICATIONS

SOCIAL INSURANCE NUMBER (SIN)

To work in Canada, you need a 9-digit number known as a Social Insurance Number (SIN). Below is some information and details on how to apply to receive your SIN.

International students:

You can apply for a SIN in person or online.



[APPLY FOR SIN
ONLINE](#)

To apply in person, visit a Service Canada Office. Bring **one** of the following documents, as well as your passport:

- a study permit that states you “may accept employment” or “may work” in Canada, OR
- a study permit and a “confirmation to work off campus” letter issued by IRCC, OR
- a work permit (e.g. co-op, post-graduation, or spouse/partner work permit)

Service Canada location closest to FDU: Sinclair Centre, Office 125, 757 Hastings Street West, Vancouver, British Columbia, Monday to Friday from 8:30 am to 4:00 pm (less busy at opening).

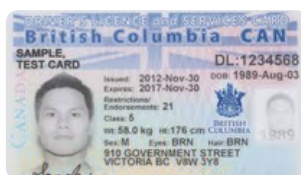
Your SIN is confidential. Do not use it as identification or provide it for job applications, rental applications, etc. It will be required by your employer, once you start work.

DRIVING IN BC

All drivers in BC must have a valid driver's license. If you have a driver's license from another country or a valid international driving license, you are allowed to drive as long as you are a registered international student at FDU and carry your driver's license (and a translated copy, if applicable), FDU Student ID card and a copy of your Study Permit when you drive. Check with the Insurance Corporation of British Columbia (ICBC) at www.icbc.com for changes to this policy. Whether you rent, lease or buy a vehicle, you must have automobile insurance in BC. If you bring a vehicle into Canada, you will need to register and insure it within 30 days of arrival, providing it passes the required mechanical inspection.



[VISIT ICBC
WEBSITE](http://www.icbc.com)



BC Driver's license sample card

BC IDENTIFICATION CARD (BCID)

If you do not have a BC Driver's License, it is suggested to get a BC identification card (BCID). Similar to the driver's license, the BCID is a wallet-sized card that has your photo, address, and signature. BCIDs are available to BC residents 12 years of age and older.

A BC ID will be used for the following:

- Confirm your address
- Write a cheque or use a credit card
- Confirm your age (especially for 19+ settings, such a liquor stores and bars)
- Prove your identity for flights within Canada

The process to get a BCID:

Walk-in or make an appointment at an ICBC Licensing location. You will need to provide 2 pieces of ID. They will take your photo on site.



[GET YOUR BC ID](#)

ICBC Licensing Office location closest to FDU: 1055 W Georgia St Suite 221, Vancouver, BC V6E 3R5. They are open Monday to Saturday from 8:30am to 4:30pm (open at 9am on Wednesdays).

LIVING IN VANCOUVER

Welcome to FDU Vancouver! This guide is designed to assist you navigate the Metro Vancouver rental housing market. Inside, you will find step-by-step instructions on how to rent your home, insights into various rental platforms, important legal resources, and much more.

LIVING COST

Below is a breakdown of essential monthly expenses to budget.

EXPENSE CATEGORY	COST ESTIMATE (PER MONTH / PER PERSON)
Grocery	\$300-\$450
Cellphone	\$50-\$100
Health Insurance (MSP)	\$75
Public Transportation (Compass Card)	\$107.30 to \$193.80

UTILITIES AND INSURANCE COST

Depending on your rental agreement, these costs may or may not be included in the cost of your rent.

EXPENSE CATEGORY	COST ESTIMATE (PER MONTH / PER PERSON)
Heat and Electricity (BC Hydro)	From \$25
WIFI	\$50-\$100
*Tenant Insurance	\$20-\$35

HOUSING COST

Monthly rent can vary widely depending on which city or neighborhood in which you reside.

HOUSING TYPE	COST ESTIMATE (PER MONTH)
Shared or private room in shared housing	\$700-\$2200
Studio	\$1400-\$2300
One-bedroom unit	\$1600-\$3000
Two-bedroom unit	\$2200-\$4000

**Rent is higher, the closer you live to Downtown Vancouver.*

BEFORE YOU GET STARTED

1.Determine your housing needs: Are you looking for a shared room, a private room in a shared space, or an individual unit?

2.Decide with whom you want to live: Will you live alone, with family, or with a roommate? Do you have or plan to get a pet (not all rentals are pet friendly)?

3.Set your budget: How much are you comfortable to pay for housing, per month? Although living downtown might be more convenient, rent tends to be higher. If you are looking for more affordable options, East and South Vancouver, Richmond, Surrey, Burnaby, New Westminster are great options to explore.

4.Choose your preferred length of stay: Are you looking for a short-term rental for one term, or a longer commitment, like a one-year lease? Off-campus student housing, short-term rentals and homestays offer flexibility, while rooms and full units often require a longer commitment.

5.Select your neighborhood: What are your priorities? Proximity to transit (bus lines or Skytrain stations) can make your daily commute easier. Do you prefer being within walking distance of grocery stores or restaurants? Would you rather live in a quieter area or a lively neighborhood?

HOUSING OPTIONS AND PLATFORMS

1. Off-Campus Residences and Room Rental platforms: Off-Campus residences are popular amongst students seeking a unique experience in a safe and welcoming environment.

- **GEC Living:** Largest off-campus student housing provider. They have 6 locations within Vancouver, including the Viva location, which is walking distance to our campus. <https://my.gecliving.com/inquiry/fdu/>
- **YWCA Hotel and Residence:** Located 5-minute walk from campus, they offer private rooms with private or semi-private bathrooms, with access to community kitchens, a social room, and coin-operated laundry facilities. <https://ywcavan.org/hotel/rooms>
- **Vanmates:** They offer a range of services, including student housing, co-living arrangements, homestays, and relocation services. <https://vanmates.com/>
- **4Stay:** They offer private or shared bedrooms for students. <https://4stay.com/>

2. Homestay and home sharing platforms: Living in a homestay provides an excellent opportunity to fully immerse yourself in the local culture by staying with a local family. The rooms are fully furnished.

- **First Choice International**: With host families located around 45 minutes from campus, First Choice International is ideal for students seeking to experience life in Canada through active involvement with their host families. This option is most suitable for single students in their 20s. <https://myfci.ca/>
- **Homestay.com**
- **Homadorma**: <https://www.homadorma.com/>
- **Sparrow**: Affordable room rental platform. <https://sparrowshare.com/>

3. Short-Term Accommodation: Many students prefer to stay in short-term accommodation once they arrive in Vancouver. This allows you to conduct an in-person home search and get familiar with the city. Here are some popular options:

- **Hi-Hostel** (West End): <https://hihostels.ca/en/destinations/hi-vancouver-downtown>
- **Airbnb**: <https://www.airbnb.ca/vancouver-canada/stays>

4. Other popular housing websites:

- **Liv.rent**: This website is highly secure, with all rental listings verified. <https://liv.rent/>
- **Padmapper**: <https://www.padmapper.com/apartments/vancouver-bc>
- **Craigslist**: <https://vancouver.craigslist.org>
- **Rentals.ca**: <https://rentals.ca/>
- **Zumper**: <https://www.zumper.com/>
- **Facebook Marketplace**

Disclaimer: FDU offers housing platforms and resources in term of information and does not assume responsibility for agreements made between students and landlords. FDU does not screen, inspect or approve any landlord. We encourage all students seeking accommodation to proceed with caution, do their due diligence and know their rights as tenants.

STEPS TO FOLLOW TO RENT:

1.Explore housing platforms: This document lists popular home search websites to help you find your residence. Use search parameters to narrow down options that align with your needs.

2.Contact listings: When you find units you like, email or call the landlords with a brief introduction. Include details such as the number of occupants, rental duration, if you are a smoker (all units in BC are non-smoking), and whether you have a pet. Mention that you are a university student and if you have a part-time job.

3.Visit units: To avoid surprises or scams, it is highly advised to visit units in person. Video calls are an option but come with risks, especially for units rented directly by owners. Arrive a few minutes early or inform the landlord if you are running late. Making a good first impression is crucial in this competitive market.

4.Apply for units: To be considered as a potential tenant, you must request and fill out an application form, after viewing the unit. Provide information about yourself and previous references, if applicable. Do not provide your SIN or send any money deposit at this stage. The landlord will choose a tenant within the applications received.

5.Review and sign your lease: Once accepted, you will be offered a lease agreement. Review and complete the lease promptly. Ensure the following details are correct:

- Rental unit address
- Date of agreement
- Landlord's contact information
- Start date of tenancy
- Address for service of the landlord (different from your new address)
- End date of the tenancy term
- Type of tenancy (month-to-month or fixed-term)

6.Verify ID or ownership: If renting from an independent landlord, it is advised that you verify their ID and ensure the name matches the lease. If you haven't visited the house in person, verify the address online. You can also perform an ownership search or request the latest property tax statement from the landlord.

7.Pay damage deposit: Pay the damage deposit when signing the lease. The deposit is half a month's rent, unless you have a pet, an additional half month's rent is required. Payments are usually made via e-transfer or cheque. If paid in cash, a receipt should be provided. The damage deposit should be returned within 15 days after the end of your tenancy, unless there is damage.

8. Conduct move-in inspection: On the day you start your tenancy, inspect the unit with your landlord and complete a Condition Inspection Report. Document any existing damage with photos or videos. Verify the following:

- Working faucets
- No mold or water damage
- Functional appliances
- Working kitchen and bathroom fans
- Functional cabinets, doors, and drawers
- No significant dents or scratches on floors and walls
- No damage to the windows
- Document the state of the furniture, if the unit is furnished

*A landlord may choose to create their own lease agreement or use the BC Rental Tenancy Agreement template. Even if a landlord chooses to create their own tenancy agreement, they can't contract out of the BC Rental Tenancy Agreement (RTA).

*If a move-in inspection report is not completed, landlords cannot keep any of the damage deposit, at move-out.

AVOID SCAMS:

1. **Verify listing and address:** Use reputable rental sites and consider renting from a property manager. If renting sight unseen, confirm the address exists and matches the advertised building.
2. **Meet in person:** Always try to meet the landlord and visit the unit in person. Be cautious if the landlord claims to be away and can only show the unit on video.
3. **Verify ownership:** If renting through an individual landlord, it is safe to verify the landlord's ID or request the landlord's latest property tax statement to confirm ownership. Ensure the name and address match the lease.
4. **Avoid cash payments:** Landlords should not request wire transfers or cash payments. Never send a deposit before reviewing the lease. Damage deposits are typically paid via e-transfer or cheque, and a receipt should be provided for any cash payments.
5. **Watch for red flags:** Be careful of listings with poor grammar, blurry photos, or prices below market value. Scammers often use stolen information to create fake listings.
6. **Additional resources:** Visit [Renting-it-Right](https://rentingitright.ca/course1/28-rental-scams) and [BC RCMP](https://rcmp.ca/en/bc/safety-tips/frauds-and-scams/rental-scams) for more details on avoiding scams. <https://rentingitright.ca/course1/28-rental-scams>, <https://rcmp.ca/en/bc/safety-tips/frauds-and-scams/rental-scams>

RENTAL MARKET RESOURCES:

Explore these resources to familiarize yourself with the current rental market and typical rental prices.

- Rentals.ca: <https://rentals.ca/national-rent-report>
- Liv. Rent: <https://liv.rent/blog/rent-reports/2025-canada-rental-market-trend-report/>
- Apartments.com: <https://www.apartments.com/rent-market-trends/vancouver-bc/>

TENANT RESOURCES:

Tenants in BC should educate themselves about their rights and responsibilities. Here are useful resources to explore and seek support, if needed:

BC Residential Tenancies is where, tenants and landlords can find information to guide them from start to end of tenancy.

- Tenant Resources and Advisory Centre (TRAC) offers free legal education & advocacy for BC tenants. <https://tenants.bc.ca/>
- BC Rental Tenancies is where to find all the information regarding renting in BC. <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>
- Renting-it-Right is an online learning platform that teaches BC tenants how to find rental housing, maintain problem-free tenancies, and resolve legal disputes with landlord. <https://www.rentingitright.ca/>

If you have any questions about your lease, tenancy or rights, please contact the Rental Tenancy Branch at 1-800-665-8779 or TRAC at 604-255-0546.

UTILITIES:

If your rent does not include utilities, you will need to sign up for heat, electricity and internet. Water is usually included in the lease. Some leases will require tenant insurance, prior to moving in. Here are some suggested utilities providers:

- **Electricity and Heat:** BC Hydro
- **Internet and Cable:** Rogers and TELUS are internet, cable and phone providers. Oxo and Novus are internet providers but have limited coverage throughout Metro Vancouver.
- **Tenant Insurance:** Square One, Apollo, BCAA, Westland Insurance

If you require additional support or have any housing related questions, please contact Andrée-Anne, our housing coordinator, at a.pouliot@fdu.edu

CONTACT INFORMATION

EMERGENCY

- **Emergency Services (Ambulance, Fire, Police):** 911
- **HealthLink BC, Non-Emergency Health Advice:** 811
- **Poison Control Centre:** 604-682-5050

HOSPITALS

- **BC Children's Hospital:** 604-875-2345 bcchildrens.ca
- **BC Women's Hospital:** 604-875-2424 bcwomens.ca
- **St. Paul's Hospital:** 604-682-2344 providencehealthcare.org
- **UBC Hospital:** 604-822-7121 vch.ca
- **Vancouver General Hospital:** 604-875-4111 vch.ca

FDU CONSELING SERVICES

- fduvcounseling@fdu.edu / 604-648-4497

REGIONAL AIR TRAVEL

- **Vancouver Airport:** 604-207-7077 yvr.ca
- **Harbour Air:** 604-274-1277 harbour-air.com
- **Helijet:** 1-800-665-4354 helijet.com

TRANSIT

- **Amtrak:** 1-800-872-7245 amtrak.com
- **BC Ferries:** 1-800-223-3779 bcferries.com
- **Pacific Coach Travel Services:** 604-662-7575 pacificcoach.com
- **Translink:** 604-953-3333 translink.ca
- **VIA Rail:** 1-888-842-7245 viarail.ca

TAXIS/LIMOUSINES

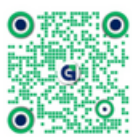
- **Black Top & Checker Cabs:** 604-731-1111 btccabs.ca/
- **Limojet:** 604-273-1331 Limojetgold.com
- **Vancouver Taxi:** 604-871-1111
- **Yellow Cab:** 604-681-1111

HOW TO VISIT A DOCTOR USING GUARD ME

Once your Guard Me insurance is activated, you can download the Guard Me mobile app to access your policy card and health insurance benefits.

Download the GuardMe app!

- View your healthcare access card
- Find medical providers
- Submit claims
- Access translations of policy documents
- Easily contact Customer Care



Apple



Android





HOW TO USE
GUARD ME

You can visit any doctor/clinic with your insurance. If the clinic does not accept guard me, then you may need to pay for it and then guard may reimburse you after submitting a claim.

Alternatively, you can also use the link below to look for clinics associated with guard me and see if you can walk into any of these clinics. You can also call them to get an appointment. You can use the mobileDOCTOR by guard.me to get virtual appointments with doctors too.



FIND A CLINIC



MOBILE DOCTOR

How to Visit a Doctor Using BC MSP:

- Visit any walk-in clinic or hospital with MSP
- Use MSP to access any other tele health providers (Tia Health, TELUS Health, Maple (pay for service))

MSP GUIDE

To enroll for MSP, you must click on the link below and select “apply online”. Then you should answer the questions, upload a picture of your study permit, and submit the form.

1.

Application Options

You can apply for MSP online, in person or by mail. Use the option that works best for you.

- [Apply online](#)
- [Apply in person at a ServiceBC location](#)
- [Apply using the paper application form](#)



[APPLY FOR MSP](#)

2.

Medical Services Plan (MSP)

Pays for medically required services of physicians and surgeons, and dental or oral surgery performed in a hospital. B.C. residents must by law enrol in MSP. You must physically be in B.C. to enrol in MSP.

Fair PharmaCare

Helps pay for some drugs and medical devices and supplies, such as prostheses and diabetes supplies. It is based on income. The less you earn, the more help you get.

Supplementary Benefits

Provides partial payment for certain medical services, such as acupuncture and massage therapy, and may provide access to other income-based programs. Individuals or families must have an adjusted net income of \$42,000 a year or less to be eligible.

[Apply now](#)

3.

British Columbia Application for Health and Drug Coverage

B.C. residents can apply for one, two or three programs using this form:

- Medical Services Plan
- Fair PharmaCare
- Supplementary Benefits

Answer the following questions to see which programs you are eligible for and make sure you have what you need to apply.

Medical Services Plan (MSP) eligibility

1. Will you use this form to apply for MSP?

- ☐ Yes
- ☐ No, I am already enrolled. Continue to Fair PharmaCare. You will need to provide your Personal Health Number.

HOW DOES THE MSP CARD LOOK

1. Non-Photo BC Services Card

This is a BC Service card without a photo

2. Name

The first, middle, and last name of the individual

3. Card Issued Date

The date an individual had their identity verified at an ICBC driver licensing office.

4. Card Expiry Date

Renew your BC Services Card by this date.

5. Date of Birth

6. Magnetic Stripe

Used by card readers, it contains the same information that appears on the card.

7. MSP Expiry Date

Applicable only for Temporary Permit Holders under 19

8. Personal Health Number

A unique number assigned by the Ministry of Health to eligible beneficiaries.

9. Barcode

Used by scanners, it contains the same information that appears on the card

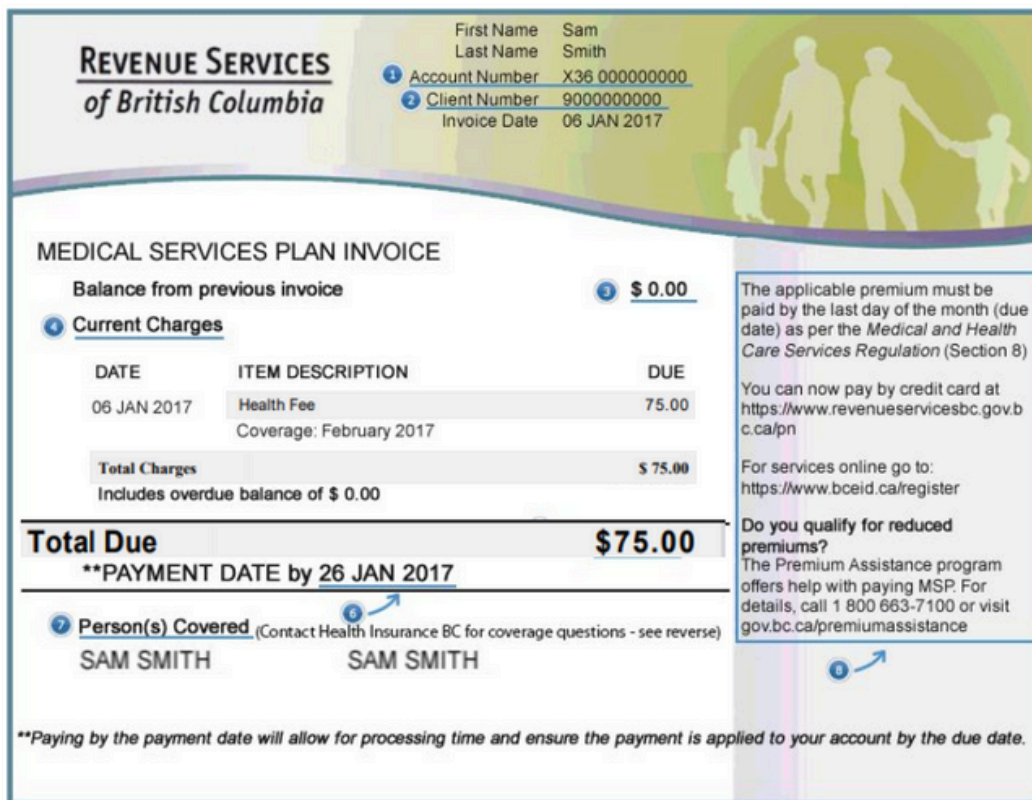
10. Card Serial Number



CONTACT HEALTH INSURANCE BC

- **Lower Mainland:** 604-683-7151
- **Elsewhere in BC:** 1-800-663-7100

MSP ACCOUNT - UNDERSTANDING YOUR INVOICE



REVENUE SERVICES of British Columbia

First Name Sam
Last Name Smith
1 Account Number X36 000000000
2 Client Number 9000000000
Invoice Date 06 JAN 2017

MEDICAL SERVICES PLAN INVOICE

Balance from previous invoice 3 **\$ 0.00**

4 **Current Charges**

DATE	ITEM DESCRIPTION	DUE
06 JAN 2017	Health Fee Coverage: February 2017	75.00
Total Charges		\$ 75.00
Includes overdue balance of \$ 0.00		

Total Due \$75.00

****PAYMENT DATE by 26 JAN 2017**

7 **Person(s) Covered** (Contact Health Insurance BC for coverage questions - see reverse)
SAM SMITH SAM SMITH

8

The applicable premium must be paid by the last day of the month (due date) as per the Medical and Health Care Services Regulation (Section 8)

You can now pay by credit card at <https://www.revenueservicesbc.gov.bc.ca/pn>

For services online go to: <https://www.bceid.ca/register>

Do you qualify for reduced premiums?
The Premium Assistance program offers help with paying MSP. For details, call 1 800 663-7100 or visit gov.bc.ca/premiumassistance

****Paying by the payment date will allow for processing time and ensure the payment is applied to your account by the due date.**

1. Account Number

A number assigned to your Medical Services Plan (MSP) account for invoicing. You need this number to make a payment

2. Client Number

Your Personal Health Number that is listed on your BC Services Card or CareCard.

3. Previous Invoice Balance

The balance from your previous invoice. If you overpaid a previous invoice, any credit you have on your account will be shown as a negative amount (e.g. -\$ 8.00)

4. Current Charges

A list of the new items you're being charged for on this invoice.

5. Total Due

The amount you owe after the balance from your previous invoice and current invoice are added together.

6. Payment Date

The date you should make your payment to ensure your payment is applied to your account by the due date. The due date is the last day of the month.

7. Person(s) Covered

A list of all of the people covered under your MSP account for the new charges on this invoice.

8. Additional Information

Information or news about MSP that can change on each invoice you receive.

Please keep the top portion of invoice for your records and return the bottom portion with your payment

Medical Services Plan of British Columbia
Payable at most Canadian Financial Institutions

RSBC Copy

Account Number	Overdue Balance	Current Charges	Total Amount Due	Amount Payable	Amount Paid
X36000000000		75.00	75.00	75.00	

36000000000020975444

SAM SMITH
123 HUMBOLDT STREET
VICTORIA BC V8N 2N5

Note: if you are paying by credit card, complete the credit card information section on the reverse and forward to:
RSBC, PO Box 9085 Stn Prov Govt, Victoria BC V8W 9E4.
Make cheque or money order payable to the Minister of Finance.

Do not write or stamp on face of bill

9. Payment Coupon

This coupon should be submitted with your payment if you're mailing a cheque or paying at your bank.

HOW TO REQUEST MSP ACCOUNT CHANGE

In order to make changes to your MSP account (such as address, for instance) or in order to apply for MSP for your family members you must go to the link below and click on "Request MSP Account Change."



[MANAGE YOUR
MSP ACCOUNT](#)

BRITISH COLUMBIA

Q

[Home](#) > [Health](#) > [Health & Drug Coverage](#) > [Medical Services Plan](#) > [Medical Services Plan \(MSP\) for British Columbia \(B.C.\) Residents](#) >

- [Medical Services Plan \(MSP\) for British Columbia \(B.C.\) Residents](#)
- [Eligibility and Enrolment](#)
- [Benefits](#)
- [Monthly Rates \(Premiums\)](#)
- [Personal Health Identification](#)
- [Managing Your MSP Account](#)

Managing Your MSP Account

It is important to keep your Medical Services Plan (MSP) account up-to-date, as some changes may affect your coverage.

Learn what to do if you are:

- [Moving Within B.C.](#)
- [Changing/Correcting a Name, Birthdate or Gender](#)
- [Adding/Removing Spouse \(including Common-law\)](#)

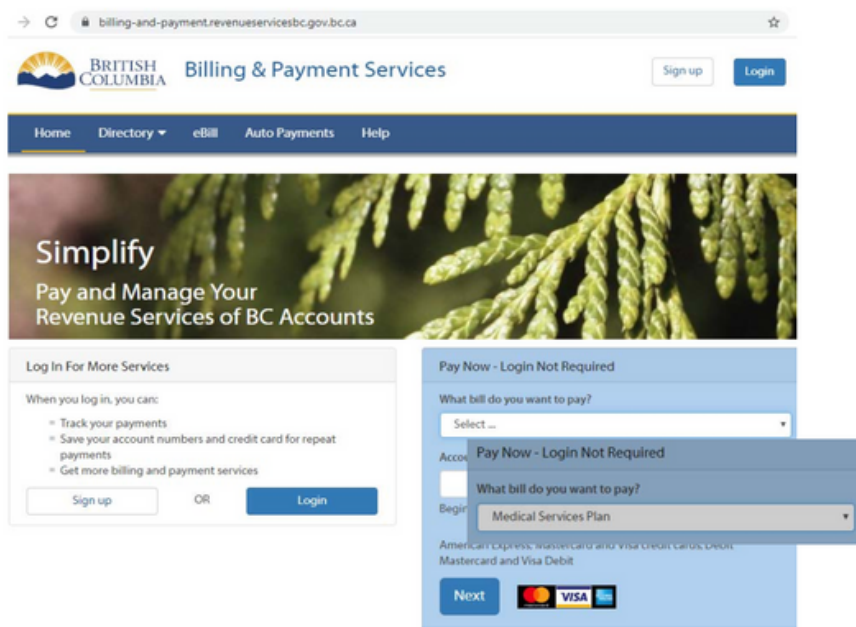
MSP Account Change Request FAQ

If you have questions about supporting documentation or other questions about the MSP Account Change Request online form, please visit [MSP Account Change FAQs](#).

MSP Premiums ended as of Jan. 1, 2020

HOW TO PAY YOUR MSP ACCOUNT

In order to make payment online, please follow this link below and select the bill you want to pay / Medical Services Plan and follow steps.

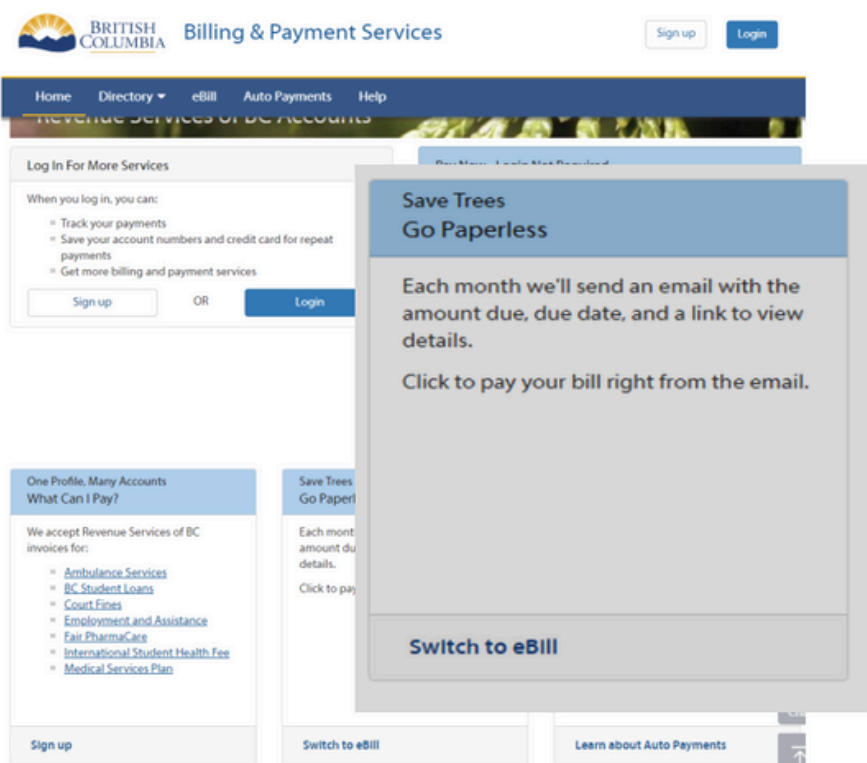


The screenshot shows the British Columbia Billing & Payment Services website. The main heading is "Simplify Pay and Manage Your Revenue Services of BC Accounts". Below this, there's a "Log In For More Services" section with a list of benefits: "Track your payments", "Save your account numbers and credit card for repeat payments", and "Get more billing and payment services". There are "Sign up" and "Login" buttons. To the right, the "Pay Now - Login Not Required" flow is shown. It asks "What bill do you want to pay?" and has a dropdown menu with "Medical Services Plan" selected. Below this, it lists accepted payment methods: "American Express, Mastercard and Visa credit cards, credit Mastercard and Visa Debit". There is a "Next" button and icons for Mastercard, Visa, and American Express.



PAY YOUR MSP

HOW TO APPLY FOR E-BILLING OR PAPERLESS SERVICE



The screenshot shows the British Columbia Billing & Payment Services website. The main heading is "Simplify Pay and Manage Your Revenue Services of BC Accounts". Below this, there's a "Log In For More Services" section with a list of benefits: "Track your payments", "Save your account numbers and credit card for repeat payments", and "Get more billing and payment services". There are "Sign up" and "Login" buttons. To the right, the "Save Trees Go Paperless" flow is shown. It says "Each month we'll send an email with the amount due, due date, and a link to view details. Click to pay your bill right from the email." Below this, there is a "Switch to eBill" button. At the bottom, there are links for "Sign up", "Switch to eBill", and "Learn about Auto Payments".

FDU COUNSELING SERVICES

FDU Vancouver offers on-campus counseling to any students needing to talk with a professional. This service is free and confidential.

- **Counselor:** Yumiko Nogami, M.Ed, R.C.C.
- **Office Location and Hours:** Cambie Campus, room 237, Monday to Thursday from 11am to 2pm
- **Contact Information:** fduvcounseling@fdu.edu, 604-648-4497



Scan this QR code to schedule an appointment with our counselor. You will need to sign in your FDU email account to see the available appointments.

MENTAL HEALTH SUPPORT AND RESOURCES

RESOURCES	DESCRIPTION	INFORMATION
Suicide and Crisis Helpline	A safe space to talk, 24 hours a day, every day of the year.	988 (call or text)
Here2talk	A free, confidential 24/7 mental health counselling and referral service for all B.C. post-secondary students.	https://here2talk.ca/main 1-877-857-3397
Qmunity	Provide a safer space for 2SLGBTQIA+ people to fully self-express while feeling welcome and included.	https://qmunity.ca/about/
Here to Help	Mental health and substance use information and self-help tools.	https://www.heretohelp.bc.ca

SEXUAL ASSAULT AND VICTIM SUPPORTS

RESOURCES	DESCRIPTION	INFORMATION
VictimLinkBC	Provides information and referral services to all victims of crime and immediate crisis support to victims of family and sexual violence.	https://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/victimlinkbc 1-800-563-0808
Salal (Sexual Violence Support Centre)	Supports survivors of sexualized violence who identify as women, trans, Two-Spirit, nonbinary, or gender diverse.	https://www.salalsvsc.ca/ 1-877-392-7583
Vancouver Rape Relief & Women Shelter	Offers support to anyone who has experienced sexualized violence.	https://rapereliefshelter.bc.ca/get-support/ 604-872-8212
Rape Victims Support Network	Offers counseling and Support to help victims of sexual assault find their strength and move forward.	https://assaultcare.ca
BC Society for male survivors of sexual abuse	Non-profit society that provides therapeutic services for male-identifying persons who have experienced sexual or domestic abuse.	https://bc-malesurvivors.com/

ADDICTION AND OVERDOSE

FDU Vancouver is committed to fostering a safe and supportive environment for all students. Recognizing the challenges surrounding addiction and overdose, we offer comprehensive resources to promote well-being and awareness. Our campus provides access to free Naloxone kits and information on overdose prevention and response, as well as confidential counseling services. These efforts align with provincial initiatives to address the overdose crisis through prevention, support, and open conversations.

Students are encouraged to utilize the resources available on campus and to learn more about overdose prevention and response by visiting the information below.

RESOURCES	DESCRIPTION	INFORMATION
BC Overdose Information	Comprehensive provincial resources on overdose prevention.	https://www2.gov.bc.ca/gov/content/overdose
Talking to Youth About Overdose	Guidance on discussing overdose prevention with youth.	https://www2.gov.bc.ca/gov/content/overdose/talking-to-youth
Alcohol and Drug Information Referral Service	Confidential support for substance use concerns.	1-800-663-1441
HealthLink BC (8-1-1)	Free health advice and support from registered nurses.	https://www.healthlinkbc.ca/
Foundry BC	Mental health, substance use, and wellness resources for youth.	https://foundrybc.ca/
Here to Help BC	Mental health and substance use information and self-help tools.	https://www.heretohelp.bc.ca/
Crisis Centre BC	24/7 crisis support and suicide prevention.	https://www.crisiscentre.bc.ca/ 1-800-784-2433

CHILDCARE SERVICES

In this document, you will find useful information regarding childcare and family resources available in Metro Vancouver.

VANCOUVER COASTAL HEALTH INSPECTION REPORT: Every licensed childcare centre is inspected by VCH. It is the parent's responsibility to physically visit a facility and review the VCH report, prior to having their child attend their centre: <https://inspections.vcha.ca/#/6e0e9442-3016-4294-83f4-0ea25b22ec5b/disclosure>.

CHILDCARE: Explore these resources to find childcare centres, for children from 0-12 years old.

- **Westcoast Childcare:** <https://www.wstcoast.org/>
- **Childcare BC:** <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children>
- **BC Childcare Map:** <https://maps.gov.bc.ca/ess/hm/ccf/>
- **North Shore Child Care Resource and Reference Centre:** <https://children.nscr.ca/for-families/>
- **Surrey Child Care Resource and Reference Centre:** <https://www.childcareoptions.ca/parent-families/find-a-child-care-provider/>
- **Burnaby Child Care Resource and Reference Centre:** <https://www.kidsinburnaby.ca/ymca-child-care-resource-referral-ccrr/>
- **Richmond Child Care Resource and Reference Centre:** <https://www.richmondkids.ca/en>

ON-SITE OCCASIONAL CHILDCARE: Explore these resources if you require minimal and occasional childcare.

- **Eastside Family Place (Vancouver):** <https://eastsidefamilyplace.org/>
- **Trafalgar Centre (Vancouver):** <https://www.tooscs.org/occasional-care>
- **Little Beans Play Cafe (Port Moody):** <https://littlebeansplaycafe.ca/contact>

IN-HOME NANNIE AND OCCASIONAL BABYSITTER AGENCIES: Explore these agencies to find an occasional or regular nanny or babysitter. Childcare providers suggested by these agencies are pre-screened, but it is the parent's responsibility to do their due diligence when using these services.

- **Nannies on Call:** <https://www.nanniesoncall.com>
- **The Nanny Solution:** <https://thenannysolution.ca/>
- **Care:** <https://www.care.com/en-ca/>
- **Canadian Nannies:** <https://canadiannanny.ca/nannies/vancouver,british-columbia>
- **Sunhouse Babysitting:** <https://www.sunhousebabysitting.ca/>
- **West Coast Sitters:** <https://westcoastsitters.com/>

BEFORE AND AFTER SCHOOL CARE: Please inquire at your child's school about the options available in your school and neighborhood.

FAMILY DROP-IN RESOURCES: Explore these resources to find drop-in programs to socialize with other families in your area, in a safe and supportive environment. Parents attendance is required.

- **North Shore Community Resources:** <https://children.nscr.ca/>
- **West Side Family Place:** <https://www.westsidefamilyplace.com/programs/>
- **East Side Family Place:** <https://eastsidefamilyplace.org/>
- **South Vancouver Family Place:** <https://www.southvancouverfamilyplace.org/drop-in-family-resource-programs/>
- **Mount Pleasant Family Centre Society:** <https://www.mpfamilycentre.ca/family-drop-in>
- **Frog Hollow Family Place:** <https://www.froghollow.bc.ca/family>
- **Strong Start Programs:** <https://www2.gov.bc.ca/gov/content/education-training/early-learning/support/programs/strongstart-bc>
- **Visit your local community centre or neighborhood house** to learn more about their children and family programs.

SPRING AND SUMMER BREAK CAMPS: Below are some suggestions, amongst many others, of children's camps during school breaks.

- **Community Centres:** Inquire about the program available
- **YMCA:** <https://www.gv.ymca.ca/day-camps>
- **UBC:** <https://recreation.ubc.ca/camps/summer/>
- **Pedalheads:** <https://pedalheads.com/en/camp>
- **Arts Umbrella:** <https://www.artsumbrella.com/programs/art-camps/>
- **Mount Seymour:** <https://mtseymour.ca/summer/summer-camps>

If you require additional support or have any questions related to childcare, please contact a.pouliot@fdu.edu.

CAREER SERVICES

THE TEAM



**JUNE
CHO**
Associate
Director of
Career
Services



**KIRA
STRAESSER**
Career
Services
Advisor



**PETE
MOORES**
Work
Integrated
Learning
Program
Coordinator



**HANNAH
PARKHOUSE**
Work
Integrated
Learning
Program
Assistant



Learn how to write job-
landing resumes and
cover-letters



Gain insights on job
search strategies and the
hidden job market



Attend engaging career
workshops and webinars

**Book an Appointment Today
by Scanning the QR Code!**



CONNECT WITH US:

 careerservicesv@fdu.edu

 [@fduv.careerservices](https://www.instagram.com/fduv.careerservices)

BC EMPLOYMENT RIGHTS HANDBOOK

This guide contains general information about Employment Standards in British Columbia.

Difference Between Part Time and Full Time Work Hours:

Full-time (work hours)

This category includes employed individuals who usually work 30 hours or more per week, at their main or only job.

Part-time (work hours)

This category includes employed individuals who usually work less than 30 hours per week, at their main or only job.

* NOTE: Full-time international students may only work “part time” to a certain amount of hours in the Fall or Spring semesters, and full-time during scheduled breaks. You can confirm the current maximum hours with our International Student Advisor. On campus, students may work up to 20 hours per week according to FDU policies.

Minimum Wage

The minimum wage in British Columbia is **\$17.85 per hour starting June 01, 2025**.

Minimum wage applies to all employees regardless of how they are paid - hourly, salary, commission or other incentive basis. Salespersons on straight commission must be paid at least minimum wage for all hours worked in a pay period. Minimum wage rates for live-in home support workers, resident caretakers and farm workers who hand harvest certain fruit and vegetable crops are set out in the Employment Standards Regulation.

Employees who serve liquor are entitled to the liquor server minimum wage. Tips or gratuities are not wages. Employees must be paid at least minimum wage in addition to any tips or gratuities they receive. The liquor server minimum wage is \$17.40 per hour (potential updated in June).

Meal Break and Rest Break Regulations

An employee must not work more than five hours in a row without a 30-minute unpaid meal break. An employee who is required to work or be available for work during a meal break must be paid for the meal break. Employers are not required to provide coffee breaks.

Overtime

Overtime is payable after eight hours in a day if extra hours have been added to an employee's schedule, or if the employee works more than an average of 40 hours in a week over the averaging period (e.g., 80 hours over two weeks, 120 hours over three weeks.)

Daily overtime pay is time-and-a-half after eight hours worked in a day and double time after 12 hours worked in a day. Weekly overtime is time-and-a-half after 40 hours worked in a week. Only the first eight hours worked in a day count towards weekly overtime.

Statutory Holidays

The ten statutory holidays in British Columbia are:

Statutory Holidays	2025 Dates	2026 Dates
New Year's Day	January 1	January 1
Family Day	February 17	February 16
Good Friday	April 18	April 3
Victoria Day	May 19	May 18
Canada Day	July 1	July 1
BC Day	August 4	August 3
Labour Day	September 1	September 7
National Day for Truth and Reconciliation	September 30	September 30
Thanksgiving Day	October 13	October 12
Remembrance Day	November 11	November 11
Christmas Day	December 25	December 25

*Easter Sunday, Easter Monday and Boxing Day are not statutory holidays.

To qualify for statutory holiday pay employees must:

Have been employed for at least 30 calendar days and have worked on at least 15 of the 30 days before the statutory holiday.

Employees who worked under an averaging agreement any time in the 30 days before the statutory holiday do not have to meet the 15-day minimum.

Qualified employees who are given a day off on a statutory holiday must be paid an average day's pay.

Qualified employees who work on a statutory holiday must be paid:

Time-and-a-half for the first 12 hours worked and double-time after 12 hours plus an average day's pay.

An average day's pay is the total regular earnings divided by the number of days worked in the previous 30 calendar days.

Regular earnings include wages and vacation pay received for vacations taken but does not include overtime pay. Days worked includes all days where wages were earned as well as any days of annual vacation taken in the 30 calendar days before the statutory holiday.

Employers and a majority of employees can agree to substitute another day for a statutory holiday. The substitute day must be treated the same as a statutory holiday.

Annual Vacation & Vacation Pay

After completing one year of employment an employee is entitled to two weeks of vacation. After five years, an employee is entitled to three weeks of vacation. Vacation must be scheduled in periods of one or more weeks, unless the employee requests otherwise.

Vacation must be taken within 12 months of being earned.

When an employee takes a vacation after completing one year of employment, vacation pay must be at least four per cent of the employee's total earnings from the previous year.

After five consecutive years of employment, vacation pay increases to six per cent.

A person who is employed for less than one year is not entitled to take a vacation, but must be paid four per cent vacation pay on termination of employment.

Vacation pay is not payable if a person is employed for five calendar days or less.

Information on Dispute Resolution

The British Columbia Employment Standards Branch offers a complaint process to address workplace issues. If you believe your employer has violated employment standards, you can file a complaint at no cost. The process may take several months and involves investigation. You must file within 6 months of your last workday if you are no longer with the employer, or up to 1 year for current employment issues. Confidentiality options are available to protect your identity. The complaint can be submitted online in about 15 minutes. If resolved, the Director of Employment Standards will issue a written decision, which may include penalties for violations. It's important to note that not all work situations are covered by BC employment standards, so it's advisable to check if your specific case applies before filing a complaint.

The Employment Standards Branch helps many employers and employees to resolve complaints informally. If that is not possible a decision is issued which includes mandatory administrative penalties.

For more information, contact the Employment Standards Branch Information line at:

1-800-663-3316 (toll-free in B.C.), or visit:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/complaint-process>

*Revised August 2025



Handshake

USER MANUAL

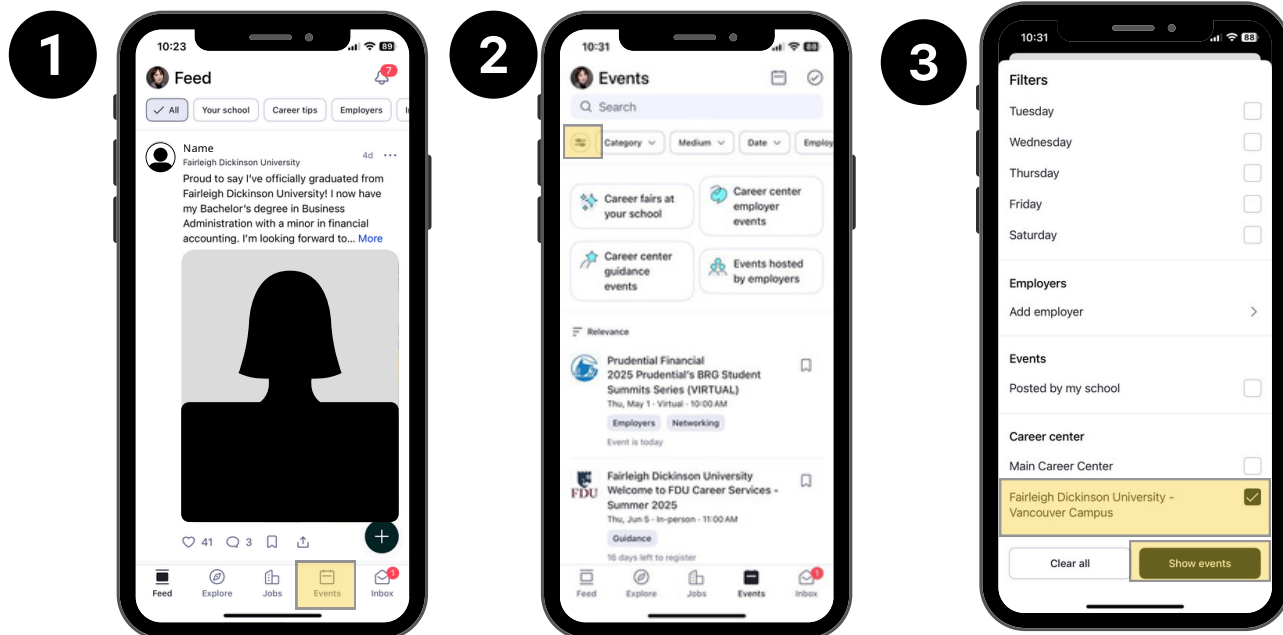
Mobile Instructions



<https://fdu.joinhandshake.com/login>

*Please use your FDU EMAIL to log into **Handshake***

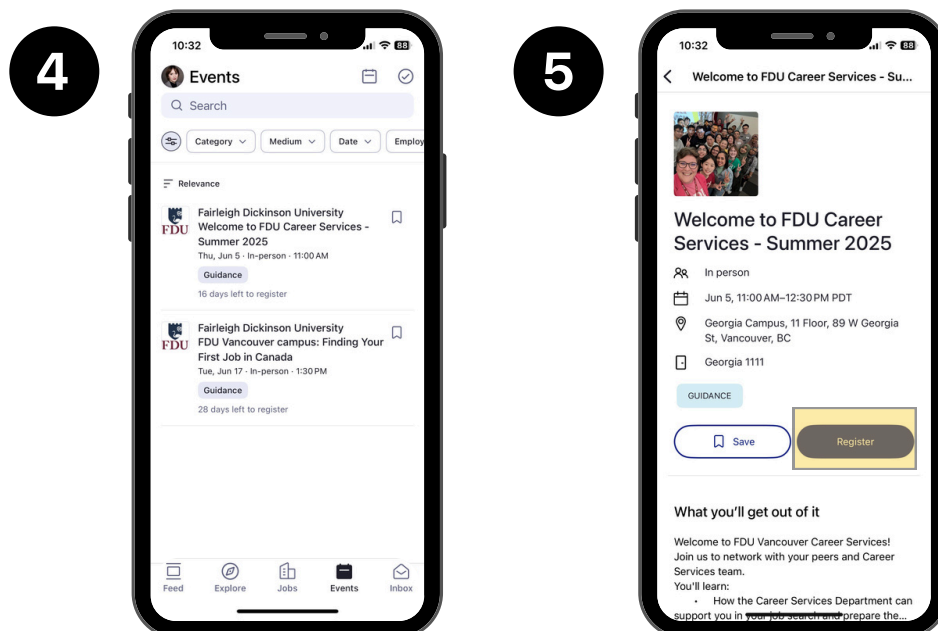
REGISTERING FOR EVENTS



Click on “Events”

Click on the filter icon

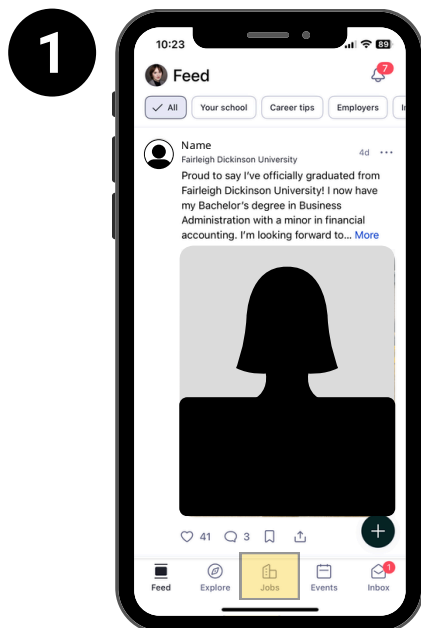
Select “FDU - Vancouver campus”



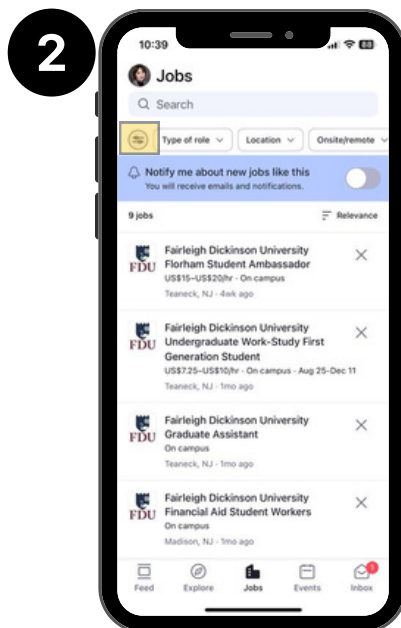
Select the event you'd like to attend

Click on “Register”

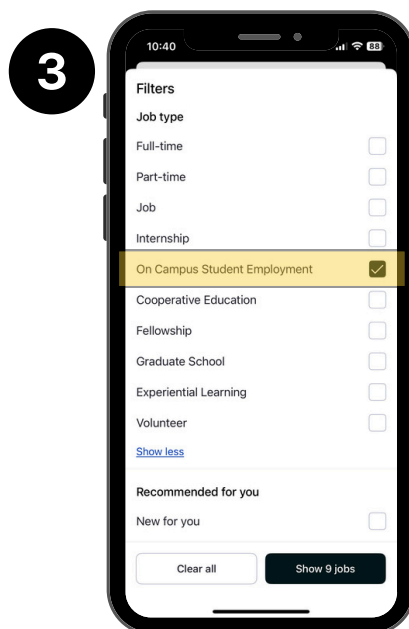
APPLYING TO ON-CAMPUS JOBS



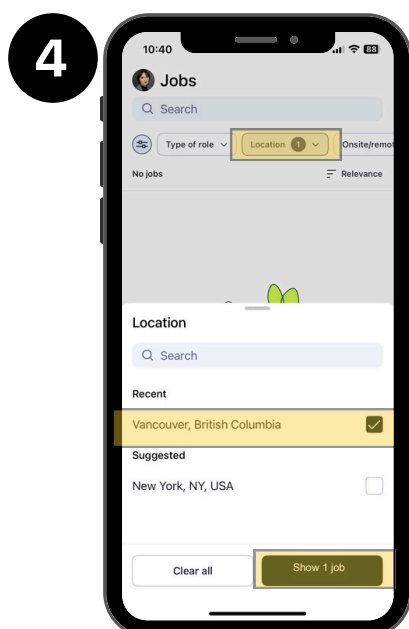
Click on “Jobs”



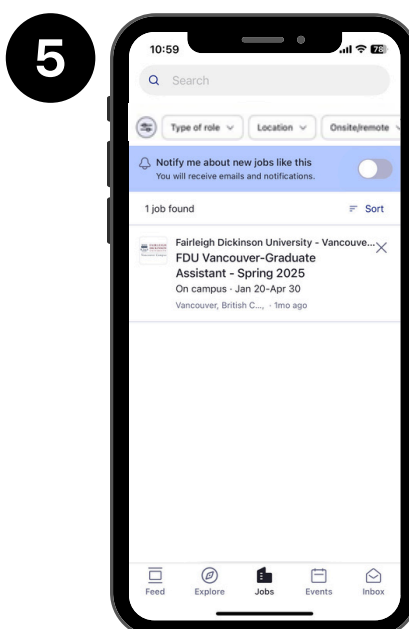
Click on the filter icon



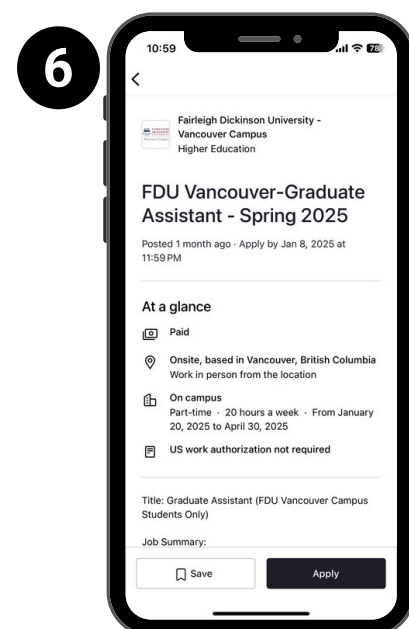
Select “On Campus Student Employment”



Click on “Location” and select “Vancouver, BC”



Click on the job posting



Click on “Apply”

