

# New Student Handbook





# WELCOME TO YU BC

## BC CAMPUS

- Welcome to Yorkville University's BC Campus, located in New Westminister, on 88 6th street, suite 300. You will be greeted by our Campus Administrative Assistants and security staff at the reception desk. Our campus is now expanded to some parts of the 4th floor of the building as well.
- Each term's campus hours are posted on the TV screen in the student lounges. You may also call 778.329.0562 for assistance. If we are unable to answer the phone, please leave a detailed message with your name, student ID number, and phone number.
- If you need assistance with your inquiries while on campus, just stop by the reception desk, we're here to help!

**CONNECT  
WITH US AND  
GET SUPPORT**

**More Information**  
<https://www.yorkvilleu.ca/>



## MENTAL HEALTH & WELLNESS

- We offer one-on-one counselling appointments (virtual and in-person), peer-to-peer support groups, and a wide range of mental health resources to support you every step of your academic journey. The team prioritizes your unique needs, provides a safe and confidential space for discussing concerns, and helps to foster an increased understanding of mental health and well-being to help you succeed. If further assistance is required, the team can assist you in finding suitable mental health community referrals.
- Contact: [wellness@yorkvilleu.ca](mailto:wellness@yorkvilleu.ca)
- Individual confidential appointment bookings: <https://yorkvilleu-bc.janeapp.com/>
- Office hour: 8:00am - 3:30pm



## STUDENT FINANCE

- We provide assistance with any questions related to financial affairs, such as payment plans, tuition, student aids, bursary, and refunds.
- Contact: [bcstudentfinance@yorkvilleu.ca](mailto:bcstudentfinance@yorkvilleu.ca)
- Office hour: 9:30am - 1:30pm

# DEPARTMENTS AT YORKVILLE

## ADMISSIONS TEAM

- We receive and evaluate the admission credentials of each undergraduate applicant and determine the admissions eligibility for these students and inform them of their admission status. Please reach out to us in Week 1 if you need any assistance.
- Contact: Your own admissions advisor or email [admissions.bc@yorkvilleu.ca](mailto:admissions.bc@yorkvilleu.ca)

## STUDENT SERVICES

- We provide guidance and advice on the academic program, course planning process, comprehensive assessment, and graduation pathway. Students may consult with the Program Advisors during all phases of their program of study from Week 2 onward.
- Contact: raise an ASKYU Service Request and click "Contact my program advisor" on Moodle
- Office hour: 9:30am - 3:30pm

## REGISTRAR OFFICE

- We handle undergraduate admissions, including assessment of transfer credit, registrations, records management, letter of enrollment, transcript, scheduled break, leave of absence, student appeals, campus transfer, graduation package, and others.
- Contact: [registrar.bc@yorkvilleu.ca](mailto:registrar.bc@yorkvilleu.ca) or raise an ASKYU Service Request and click "Contact my program advisor"
- Processing hour: 9:30am - 4:00pm

## STUDENT ACTIVITY

- We offer indoor and outdoor activities, festive events, student clubs, volunteer and student ambassador experience.
- Follow our Instagram and check the posters on campus for more updates!

## CAREER SERVICE

- We offer support to students to explore the incredible career opportunities their degrees are preparing them for, whether this is a part-time job, first professional career, a career change, or career advancement through how to build a resume, cover letter, and interview techniques.
- Contact: [careerservices@yorkvilleu.ca](mailto:careerservices@yorkvilleu.ca)
- Office hour: 9:00am - 5:00pm

## PEER MENTORSHIP PROGRAM

- We offer one-on-one and group peer tutors on Math, English, Writing, Statistics, and other Business courses
- Contact: Visit "Studiocity"  
<https://success.yorkvilleu.ca/tutoring> or Book an appointment with YU peer mentors on Landing Page

## IT-TECHNICAL SUPPORT

- We are dedicated to providing technical assistance and resolving computer-related issues students may encounter throughout the academic term.
- Contact: IT Emergency (888) 334-0899
- IT Support Portal:  
<https://ask.yorkvilleu.ca/support/home>

# DEPARTMENTS AT YORKVILLE

## ACCESSIBILITY & ACADEMIC ACCOMMODATIONS

- We provide equal learning opportunities to all YU students who are facing barriers based on protected human rights grounds, including temporary or permanent disability; creed/religion (faith-based accommodations; family status (caregiving responsibilities); sex (pregnancy/breastfeeding); and gender identity and/or gender expression.
- Contact: Confidential appointments:  
<https://yorkvilleu.janeapp.com/>
- [accessibility@yorkvilleu.ca](mailto:accessibility@yorkvilleu.ca)  
<https://success.yorkvilleu.ca/accessibility>
- Office hour:

Mondays & Wednesdays 9:00am - 5:00pm  
Tuesdays & Thursdays 8:00am - 4:00pm

## OFFICE OF STUDENT RIGHTS & RESPONSIBILITIES (OSRR)

- We ensure student rights are upheld, while also investigating allegations of non-academic misconduct, ensuring everyone in the school community is treated in an equitable and respectful manner.
- Contact:  
[studentrightsandresponsibilities@yorkvilleu.ca](mailto:studentrightsandresponsibilities@yorkvilleu.ca)
- Make an appointment: <https://myyu.ca/osrr/>

## LIBRARY

- We support the development of academic research skills, through library resources like peer reviewed journal articles and scholarly eBooks, classroom visits, and Webinars and LibGuides on topics like APA 7 citation and database search skills.
- Contact: Nell Beaudry (Instruction & Academic Support Librarian) [nbeaudry@yorkvilleu.ca](mailto:nbeaudry@yorkvilleu.ca)



# HOW TO CONTACT YOUR PROGRAM ADVISOR



## SEND AN ASKYU SERVICE REQUEST

- 1) Select a category
- 2) Select a topic
- 3) Describe your inquiry in simple and clear way
- 4) Submit request

## APPOINTMENT & WALK-IN (MON-SAT)

- **Appointment**

In-person on campus  
Virtually (MS teams)

- **Walk-in Session**

On-campus walk-in 11:30 to 12:30 & 14:30-15:30  
Virtual Drop-in Session 15:00 to 16:00 PST

# CHECKLIST FOR SUCCESS

DATE : YOUR JOURNEY AT YU

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**DOWNLOAD AND READ ACADEMIC CALENDAR**

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**UPDATE YOUR LOCAL PHONE NUMBER ON MYPATH**

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**CHECK YOUR @YORKVILLEU.CA EMAIL FOR MESSAGES**

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**CHECK BRIGHTSPACE FOR IMPORTANT ANNOUNCEMENTS**

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**UNDERSTAND PLAGIARISM AND APA FORMATTING FROM LIBRARY**

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**READ OUR BULLETIN BOARDS**

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**MEET YOUR PROGRAM ADVISOR AND STUDENT AMBASSADOR**

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**CONNECT WITH YOUR PROFESSOR FOR ACADEMIC CONCERN**

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**COME TO EVENTS AND WORKSHOPS**

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**RESPECT YOUR PEERS, FACULTIES, AND STAFF**

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# Raise A Service Request

## Step 01

### BrightSpace Sign-in

Website: learn.mycourses.ca



## Step 02

Click **"Need Help?"** on the Homepage, then click **"AskYU"**



## Step 03

### Choose the service you need



## Step 04

Fill the request form, then click **"Place Request"**

**Place Request**

YU - Students - Contact my Program Advisor

To ensure efficiency in processing your request, please include the following information in the "comments" field below:

- Course and Section ID
- URL for the page you have a concern with

View more

Items Requested  
YU - Students - Contact my Program Advisor >

Topic \*

Comments \*

# Student Information System MyPath

## **MY PATH Student Portal:**

<https://portal.myyu.ca/studentlogin/>

Check Course Schedule, make payments, access grades, update profile, registration etc.

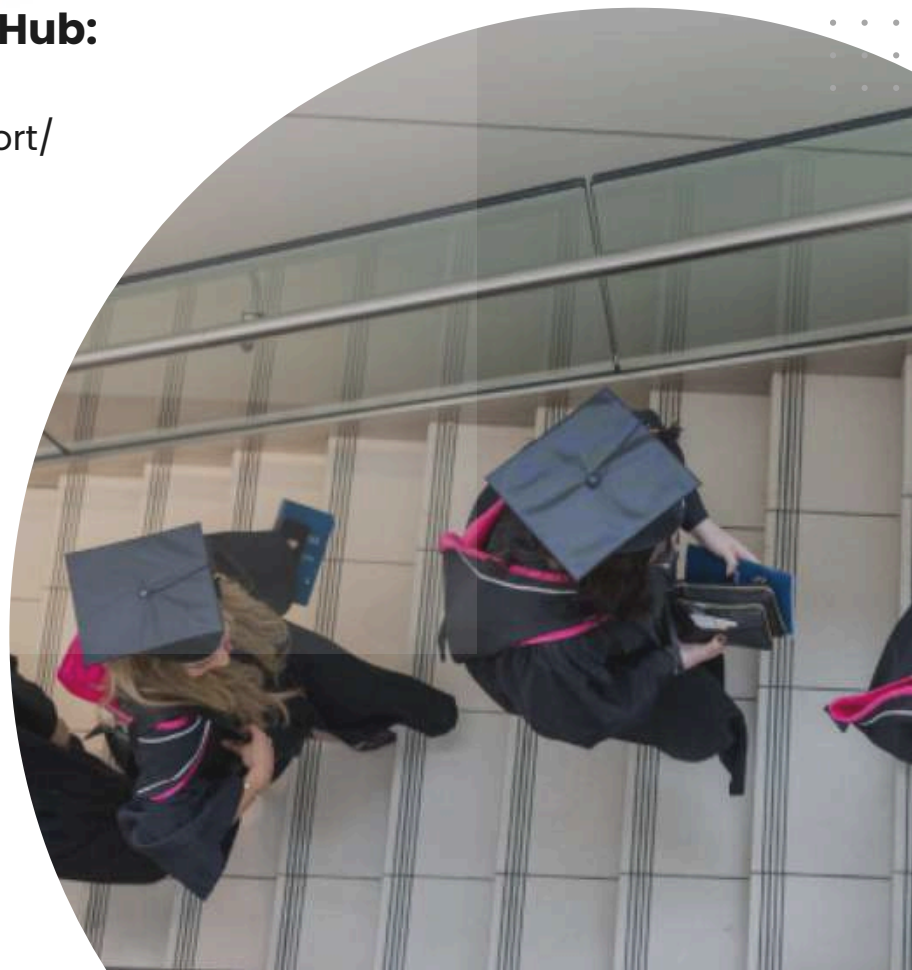
## **MY PATH Student Support Hub:**

<https://myyu.ca/studentsissupport/>

System Navigations

E-Learning Course

FAQs





# CHECK CLASS SCHEDULE

01

## Log into Mypath

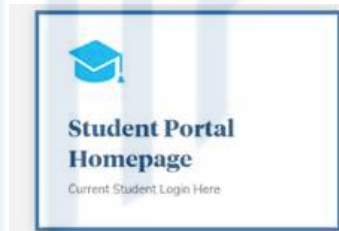
Make sure to use your Yorkville email and password to log in:  
<https://portal.myyu.ca/CMCPortal>

or scan



02

## Click "Student Portal Homepage"



03

## Click "My Class Schedule"

- Academics
- Registration
- View Attendance
- Unofficial Transcript
- Degree Audit
- My Class Schedule**

04

## Choose the current term, then click "Class Schedule"

 [Class Schedule](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF document. [Download Acrobat Reader now.](#)

- View by Term
- 2024 Summer Term
  - 2024 Spring Term
  - 2024 Summer Term**

# BrightSpace

Brightspace for Students is an online learning platform that enables teachers to share updates, calendar reminders and various learning materials with students.

01

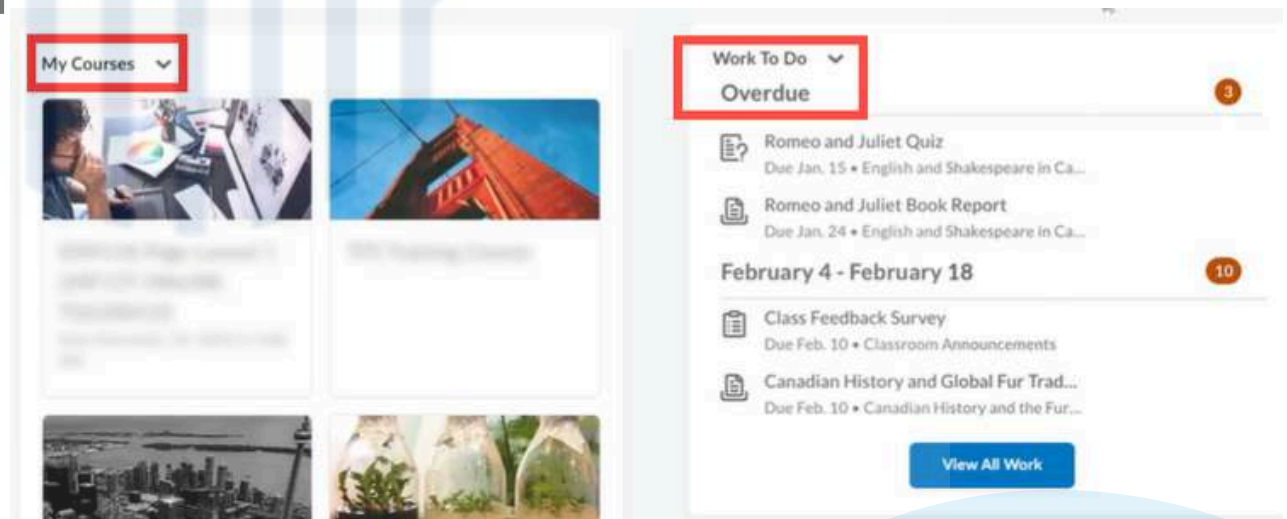
## Log into Brightspace

Use your YU email and password to log in:  
**Website:** [learn.mycourses.ca](https://learn.mycourses.ca)

02

## Check Courses

Check course syllabus, assignments, and quizzes



# BrightSpace

03

## Access Course Content

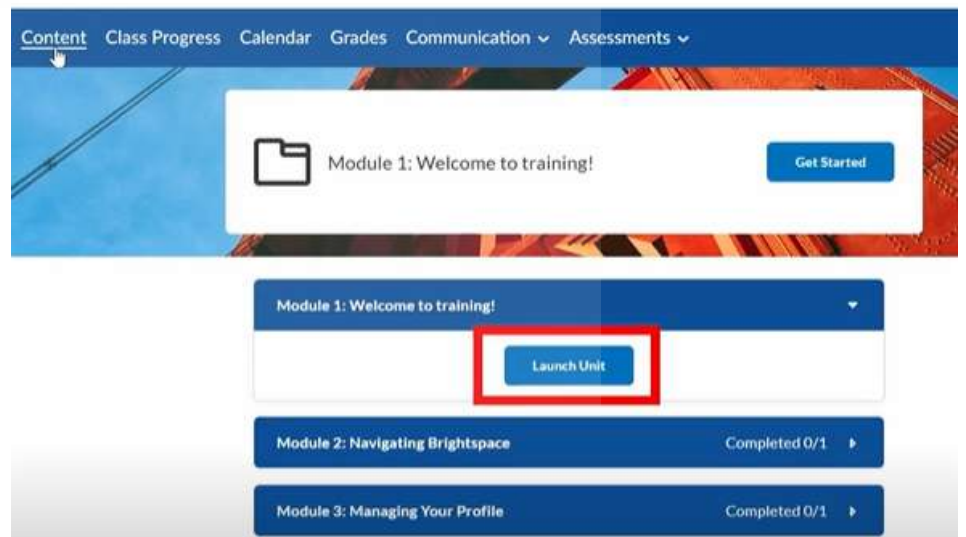
Click "Courses" > Then Click "Content"



04

## Check Each Unit

Click "Launch Unit"



# BrightSpace

05

## Course Information

IDM303-Interactive Design 1 (24F12T-ONLINE-TGD6S010)

Visual Table of Contents Widget

The widget displays six units with progress bars:

- Unit 1: Introduction to Human Compu... (0% of 4 Topics Completed)
- Unit 2: Research Techniques (0% of 4 Topics Completed)
- Unit 3: Defining User Problems (0% of 4 Topics Completed)
- Unit 4: Personas and User Stories (0% of 4 Topics Completed)
- Unit 5: Prioritizing Ideas (0% of 4 Topics Completed)
- Unit 6: (0% of 4 Topics Completed)

Meet Your Instructor

Check Instructor Information

There is no profile information to show at this time.

Announcements

Assignment 2

Posted by Randolph Buriton

Assignment Requirement

Additionally, we want to make sure that our persona is someone that seems as real as possible. Use a name that is relatable to your user data. Use a photo. We want to refer back to this later and talk about what they think, as if they were real.

Office Hours

Posted by Randolph Buriton

Wednesday & Friday from 5PM,

Office Hour



# HEALTH INSURANCE



## WHAT IS STUDYINSURED™ INSURANCE?

- Explore Canada Plan
- Health insurance to cover unexpected illnesses or injuries
- Does NOT cover ongoing conditions or medical treatment you expected to have
- Can be used worldwide except for your home country

## HOW TO USE IT?

- Just Call StudyInsured™ Assistance! before any medical care or visit to a medical facility or hospital.



## WHAT COVERAGE DO WE OFFER?

- Up to \$1,000 per profession for paramedical services
- Up to \$15,000 for private duty nursing
- Up to 60 days for prescription medication
- Up to \$600 for emergency dental pain
- Up to \$250,000 for air evacuation
- Up to \$15,000 for repatriation
- Covers ambulance
- Up to \$5,000 for family transportation for 2 family members

## Submit a Claim



1-866-883-9787



<https://www.studyinsured.com/yorkvilleu>





## **STUDYINSURED™**

- Available 24/7
- Speaks your language
- Help you find a doctor close by
- Make sure you get the right care
- Most Importantly - We pay your medical bills!

## **WHERE SHOULD YOU GO?**

### **VIRTUAL HEALTH / CLINIC**

- 
- **RUNNY/STUFFY NOSE**
- **RASH**
- **SORE THROAT**
- **HEADACHE**
- **SPORTS INJURY**

### **HOSPITAL / EMERGENCY ROOM**

- **BROKEN BONE**
- **CAR ACCIDENT**
- **SEVERE BLEEDING**
- **HEAD INJURIES**
- **TROUBLE BREATHING**

## **USE THE STUDYINSURED™ STUDENT PORTAL TO:**

- Visit [www.studyinsured.com/yorkvilleu](http://www.studyinsured.com/yorkvilleu)
- Submit claims online easily at the click of a button.
- View their claim status and claim history.
- Check details of their plan and policy number in "My Plan".
- Check and edit their contact details in "My Contact Information".
- Access important documents in "Forms & Key Documents".
- Know how to contact StudyInsured™ if required.

### **Submit a Claim**



1-866-883-9787



<https://www.studyinsured.com/yorkvilleu>



## **SUBMIT A CLAIM**

**Collect all documents during your doctor/hospital visit**

- Doctors notes
- Medical records
- Referrals
- Prescriptions

**Claim Form - complete and sign**

## **SUBMIT IT ONLINE**

- If the files are larger than 1MB they will be too large to use the online tool.
- Please email them to: [studentclaims@studyinsured.com](mailto:studentclaims@studyinsured.com)

**Contact Us For More Information :**



1-866-883-9787



<https://www.studyinsured.com/yorkville/en>



# Student Conduct

## Academic Integrity and Honesty

- Academic integrity is a guiding principle within Yorkville University for students, faculty members, and staff. The university values openness, honesty, civility, and curiosity in all academic endeavours. Yorkville university's academic integrity and honesty principles apply to the initial assessment of applicants, the treatment of students during courses, the placement and treatment of students in practicum and field-based activities, and all assessment procedures.
- All members of the university are obligated to maintain the highest standards of academic honesty and to foster these practices in others. All members of the academic community must ensure that all materials used in courses or in assignments submitted for assessment adhere to established standards of academic honesty and to Canadian copyright law.

## Non-Academic Code of Conduct

- By virtue of membership in the university academic community, students accept an obligation to conduct themselves as responsible members of that community. At all times community members should act with integrity, respect, and civility, in all interactions and dealings. This expectation of behaviour extends to all academic and professional discourse within an environment in which freedom exists for contrary ideas to be expressed. Conduct that is determined to hinder the orderly functions of the university will be deemed misconduct and will be subject to appropriate disciplinary action.

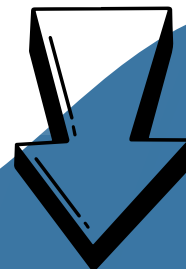


# Student Grievances and Appeals

Where there are grounds for doing so, students have the right to appeal any decision by any faculty member, committee, or administrator at the university/school. Decisions that are appealable might be made under any one of a number of university/school policies, including, but not limited to, those policies governing harassment and discrimination, anti-violence, credit transfer, leaves of absence, advanced standing, withdrawal from a course or program, grading, academic integrity and honesty, professional suitability and ethics, academic standing (including probation), and academic dismissal. Because appeals can come only from students, decisions relating to admission to academic programs are not appealable.

Students should familiarize themselves with acceptable grounds for academic appeals, types of academic appeals, and appeal procedures. The complete official appeals policy and associated procedures can be found at the academic calendar.

**Yorkville students are required to read the Academic Calendar**



More Information Can Be Accessed  
from the **BC Academic Calendar**:  
<https://www.yorkvilleu.ca/resources>



# the beautiful WELCOME TO BRITISH COLUMBIA

- You need to obtain a Social Insurance Number (SIN), which can be acquired by visiting Service Canada.
- Upon arrival, it is essential to obtain Canadian identification such as a BC driver's license or a BC Services Card.
- You can buy compass card/pass for single-way, daily, monthly for skytrain and bus from Compass Vending Machines located in all SkyTrain, SeaBus, and West Coast Express stations.
- Keep in mind that taxes are NOT included in the displayed price. If the price of something is shown as \$9.99 in a store in BC, the price after tax will be 12% more, thus \$11.19.
- You can buy a mobile phone with monthly payment options.
- You can get student discounts on gadgets like Apple and Windows products by letting the store know you are a student and presenting your Yorkville Student ID card.
- You do NOT get charged a monthly fee when you open a student bank account.
- Applications like Spotify or Amazon Prime have big discounts for students.
- You can apply for SPC card to access 450+ exclusive discounts on tech, fashion, food, travel & more. Use SPC every. Go now on <https://www.spccard.ca/> to find out more.
- Cineplex has discounted movie tickets on Tuesdays.
- "Newcomer Services" are offered by the Canadian government. Through this service, settlement professionals help newcomers with the following things: *Looking for a Job | Getting a language assessment | Registering for language classes Finding a place to live | Learning about community services*

**Find free newcomer services near you on IRCC Website:**

<https://ircc.canada.ca/english/newcomers/services/index.asp#tablecaption>

# Housing Types and Costs

- Homestays

This type of accommodation offers a friendly and secure environment for international students coming to study in Canada. It also helps improve your English and meet new people. Homestays provide a private room, and the arranged meals.

- Dormitories

Dorms are usually located near their school campus. You can have a private or shared room, and they're separated by gender. Usually, the bathroom, kitchen, and other facilities are shared by everyone living in the dormitory.

- Renting

Renting varies in quality, price, and availability. Students share their accommodation to keep the costs down. You can rent different places such as suites, apartments, or houses.

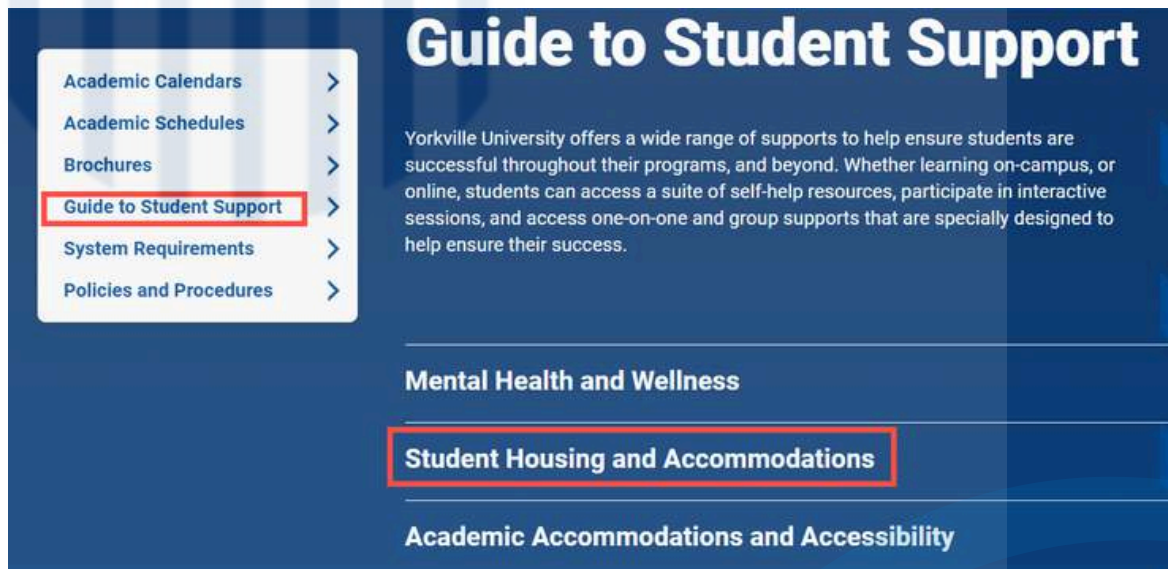
<b>Location</b>	<b>Rent/Per Month</b>	<b>Utility (Hydro/Gas/Electricity, etc./Per Month)</b>
General Metro Vancouver	\$1,500 - \$2,500	\$50 - \$150
Surrey	\$1,400 - \$1,900	\$50 - \$150
Coquitlam	\$1,500 - \$2,000	\$50 - \$150
North Vancouver	\$1,900 - \$2,500	\$50 - \$150
New Westminister	\$1,500 - \$2,000	\$50 - \$150

# Student Housing Information

- Visit <https://housing.yorkvilleu.ca/> or <https://4stay.com/> for more information about available accommodations near the campus.



- Visit **Guide to Student Support** on <https://www.yorkvilleu.ca/resources/> for more information about Student Housing and Accommodations.



## Guide to Student Support

Yorkville University offers a wide range of supports to help ensure students are successful throughout their programs, and beyond. Whether learning on-campus, or online, students can access a suite of self-help resources, participate in interactive sessions, and access one-on-one and group supports that are specially designed to help ensure their success.

**Mental Health and Wellness**

**Student Housing and Accommodations**

Academic Accommodations and Accessibility

# Living Costs

- The average monthly cost of living in Canada for international students is between CAD \$700 and \$1500 for groceries and other daily expenses, excluding accommodation. Generally, the cost of living will depend on your lifestyle as an international student in Canada and your spending habits.

Living Expenses	Average Cost (CAD)/ Per Month
Foods and groceries	\$400 – \$800
Entertainment	\$50 - \$200
Public Transportation	\$110.00 – \$200.00
Phone Contrat	\$60.00 – \$150.00
Clothing	\$80.00 – \$200.00

- Here are some examples of average food costs in Vancouver:

Meal at a budget-friendly restaurant	\$20-\$30
Meal at a mid-range restaurant	\$40-\$60
Meal at a high-end restaurant	\$70-\$100
A gallon of milk	\$5
Dozen eggs	\$6
Loaf of bread	\$5
Pound of chicken	\$12
Pound of ground beef	\$9

# Tenancy Rights and Obligations

- In BC, the two main types of **tenancy agreements** are fixed term and month-to-month. More details can be found on <https://tenants.bc.ca/your-tenancy/tenancy-agreements/>
- A fixed-term lease ends on a set date, providing stability, but **breaking it early may cost you**. The landlord must re-rent the unit to minimize your loss. A month-to-month lease offers flexibility and ends with proper notice, usually one month. Check your agreement to see if it automatically switches to month-to-month after the fixed term.

## When entering a tenancy agreement it is important to:

1. Carefully review the tenancy agreement prior to signing
2. Request that the landlord provides the signed tenancy agreement for your records
3. Ask your landlord to meet prior to moving in to complete a tenant inspection report. This should be completed upon moving out as well.

## Security Deposit:

1. A security deposit protects both you and your landlord, covering potential damages. It should not exceed half a month's rent.
2. Once paid, the landlord can't rent the unit to others, and you can't move out without owing the deposit and possible loss of income.
3. At the end of your tenancy, the landlord may inspect the unit and keep the deposit if there is excessive damage.

More information can be found on the sites below, which is subject to change based on The BC Tenancy Policy:

- <https://www2.gov.bc.ca/gov/content/housing-tenancy>
- <https://tenants.bc.ca/>

# Tenancy Rights and Obligations

## Important Notes A Tenant Should Know:

- For your landlord to legally enter your suite, they are required to provide at least 24hrs written notice before entering their rental unit unless it is an exceptional situation.
- It is your legal responsibility to pay your rent on time. If you repeatedly give the landlord less money, or are late on your payment the landlord will have the right to evict you from your residence.
- It is illegal for a landlord to request an application fee. Please refer to the Residential Tenancy Act (Section 15).
- It is important that you carry tenant or renter's insurance for your possessions in case of loss of your belongings due to theft, or damage to your belongings due to fire or water damage. There are many insurance companies you can buy tenant insurance from with different packages.
- If you are allowed to have pets in your rental unit, your landlord can require a pet deposit of up to half the monthly rent.
- Your landlord can raise the rent once every 12 months. For 2023 the maximum amount a landlord can increase rent is 2%, however a landlord must provide no less than three full months notice.
- If you are on a month-to-month agreement, you will need to give your landlord a full month's notice in writing.

## Get Your Security Deposit Back at the End of Your Tenancy:

Once your tenancy has ended, your landlord has 15 days to do one of the following:

- Return your deposit
- Get written consent from tenant to keep some of the deposit
- Apply for dispute resolution to keep some of all of the deposit

More information can be found on the sites below, which is subject to change based on The BC Tenancy Policy:

- <https://www2.gov.bc.ca/gov/content/housing-tenancy>
- <https://tenants.bc.ca/>

# Working in Canada

Type of Work	Required Permits
On-campus work	You don't need a work permit to work on campus while attending YU. If you meet the requirements, you can work unlimited hours on-campus based on your study permit.
Off-campus work	Students in degree, diploma, certificate programs, or on exchange do not need a work permit to work off campus while attending YU. If you meet the requirements, you can work off-campus for up to 20 hours a week during academic terms (or more under temporary
Working after graduation	If you want to stay in Canada and work after graduation, consider applying for the Post-Graduation Work Permit.
Work permit for your spouse or common-law partner	Depending on your situation, your spouse or common-law partner might be able to apply for an open work permit while you study full-time. If you are applying for the PGWP, you will need to meet additional requirements.

## General Requirements to Work in Canada

You have a valid study permit or you have applied to extend your study permit and have maintained status.

You are enrolled full-time for immigration purposes during academic terms or are eligible to work during a scheduled break.

You have a valid Social Insurance Number, or you had a SIN and are on maintained status.

Your study permit includes conditions allowing you to work off campus, such as "May accept employment on or off campus if meeting eligibility criteria, per paragraph R186(f), (v), or (w) and

You are enrolled in a degree, diploma, or certificate program which is at least 6 months in duration.



# Employment Rights and Conditions

## Know your rights as a worker in B.C

- If your employer is not following the terms of your employment agreement or if you suspect that your employer is abusing or misusing the Temporary Foreign Worker Program, you can contact Employment and Social Development Canada. They have a confidential tip line, 1-866-602-9448, and an Online Fraud Reporting Tool.
- If you have questions or concerns but don't know who to contact, call the WorkBC Contact Centre at 1-877-952-6914. Staff will listen to your situation and give you the contact details for the right organization.
- If you feel that you are being abused or you are at risk of being abused in relation to your job in Canada, you can report the issue to an appropriate enforcement agency, such as the police, WorkSafeBC, or the Employment Standards Branch.

## Discrimination and harassment

- The B.C. Human Rights Code is a law that protects workers from unfair treatment. Employers cannot refuse to hire people for reasons that are not related to the work. This includes skin colour, race, marital status, family background, religion, sex, sexual orientation, age, or a disability.
- All people have the right to feel safe at work. If an employer or colleague makes unwelcome sexual advances (for example, always asking you for a date, telling unwelcome jokes, or touching you), this is called sexual harassment. It is also harassment if people criticize or joke about your home country, ethnicity, or religion. The Human Rights Code protects you against these behaviours.

# Employment Rights and Conditions

## Time off

- After you have worked for 5 hours, your employer has to give you a 30-minute break. The employer does not have to pay you for the time of your break. If your employer asks you to be ready to work during your break, or if they ask you to return to work before the 30 minutes are over, they must pay you for the time.
- In every work week, you should have 1 break that lasts at least 32 hours. This means that if your employer asks you to work 7 days in a row during a week, you must receive one-and-a-half times your hourly pay for the hours you work on your shortest day.

## Safety standards

- The law says employers must make sure workplaces are safe and healthy. They must make sure you have the safety equipment you need. They must give you training and information to stay safe. You must follow the employer's safety instructions. If you see something unsafe, you must tell the employer right away.
- WorkSafeBC helps prevent injuries at work. They train employees and workers. They also help people who get hurt at work. People with a work-related illness or injury may not be able to work. If this happens to you, WorkSafeBC may give you compensation (money for lost wages) and cover medical care costs. Employers pay for WorkSafeBC coverage.

# Workplace Information

## Your contract

- Your contract is the agreement between you and your employer. It should state terms such as the rate of pay, hours of work, and overtime. Always keep a copy of your contract. It will help if there is a dispute between you and your employer. The contract cannot conflict with any laws that apply.

## Getting paid

- Most workers get paid every 2 weeks or twice a month. Your employer may pay you with a cheque. Some employers may pay you by direct deposit (putting money straight into your bank account). You must agree in writing to receive a direct deposit. Your employer must pay you within 8 days after the end of each pay period.
- They must give you a pay stub (record) with every cheque. The pay stub should show how many hours you worked, your pay rate, and overtime hours. It will also show the total amount of pay you earned, deductions (taxes and fees), and your net pay (the money you receive after all the deductions are made).'

## Minimum wage

- The minimum wage is the lowest amount a worker can be paid per hour. As of June 2024, the minimum wage in B.C. is \$17.40 per hour. Employers must pay all workers at least the minimum wage. This wage is the same for full-time, part-time, and casual workers.

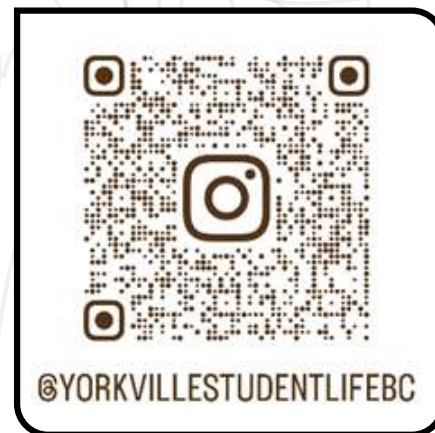
**SCAN ME**



Check our BBA  
Landing Page for all  
the resources and  
services!

- *Contact Program  
Advisor/Tutor/Career  
Office/ Library/Mental  
Health/Accommodation  
Accessibility/IT/Finance/  
OSRR*
- *Academic Calendar*
- *Workshops/Webinars*
- *Health Insurance*
- *Housing and other life  
resources*

**SCAN ME**



Follow our Instagram  
for more upcoming  
events and updates!