



Contents

Message from the GSA Executive.....	3
Graduate Student Association FAQ	4
What is the purpose of the GSA?	4
Who is the GSA?	4
What services does the GSA offer?	5
ISIC Cards	5
Universal Bus Pass Program (Fredericton)	5
Graduate Student Association Health and Dental Plan.....	5
Annual Graduate Research Conference	7
What is the Grad House?.....	7
Who is Alden Nowlan?.....	8
GSA and Bar: Hours and Contact Information.....	8
When is the Grad House Open for Office Hours?.....	8
When is the Bar Open?.....	8
University Support and Services.....	9
The School of Graduate Studies	9
myUNB portal	9
Student Services - Fredericton.....	10
Student Advocate	10
Student Development Coordinator	10
Student Accessibility Centre	10
Counselling Services	10
Student Employment Services.....	10
Financial Aid Office	11
Student Health Centre	11

Writing & Study Skills Centre.....	11
Campus Ministry.....	11
Multi-Faith Room.....	11
Human Rights Officer.....	11
Registrar’s Office.....	12
Financial Services.....	12
Safety and Security	12

International Student Advisors Office	12
Student Services - Saint John.....	12
Academic Appeals.....	12
Accessibility.....	13
Student Employment Centre	13
Financial Aid.....	13
Counselling Services	13
Student Health Centre	13
Writing Centre	13
Campus Ministry.....	14
Registrar’s Office.....	14
Financial Services.....	14
Safety and Security	14
International Student Advisor	14
Getting settled in New Brunswick	14
Tenants – Know your Rights and Responsibilities!.....	14
Fredericton Housing	16
On-Campus Housing/University Residence	16
Off-Campus Housing.....	16
Saint John Housing.....	16
Utilities.....	17
Transportation.....	17
Fredericton Transit	17
Saint John Transit.....	17
Taxi Services.....	18
Driver’s Licence and Vehicle Registration.....	1

Message from the GSA Executive

Welcome to the Graduate Student Association of the University of New Brunswick! The Graduate Student Association (GSA) is an independent, member-driven organization whose purpose is to serve and further the interests of all graduate students at UNB, whether they are in Fredericton or Saint John. All full-time and part-time graduate students enrolled at UNB are members of the GSA. The GSA is the official voice of graduate students. Elected representatives sit on a variety of university committees to ensure that student concerns are presented, and we work to bring about changes to university policy to improve the academic and social experience of graduate students.

In Fredericton, the Alden Nowlan House (more commonly known as the Grad House, located at 676 Windsor Street) serves as a space for GSA activities/events. The GSA office, as well as a meeting room, are located upstairs, while on the ground floor you will find the Windsor Castle Bar and the President's room. The deck out back is a great place to enjoy a sunny afternoon! The house is a venue for events that include literature readings and guest speakers. Additionally, many professors have informal meetings with their department's grad students to share ideas, questions, and general networking.

In Saint John, you can drop by the GSA Lounge, located in Ganong Hall, room 203. The Lounge boasts couches, a fridge for your lunch, a coffee maker, a microwave, a printer, as well as a laptop and projector for anyone wanting to practice presentations/defences.

We hope that your experience at UNB will be a positive one - and becoming involved in the GSA is a great way to enhance that experience! We are always looking for members to act as departmental representatives on the GSA council, to help organize events, or to serve on one of our many committees. To learn more about the GSA visit our website at www.unbgsa.com!

Have a great year! Your Executives

Graduate Student Association of the University of New Brunswick

Graduate Student Association FAQ

What is the purpose of the GSA?

The purpose of the GSA is to:

- a) Act as the official voice of graduate students.
- b) Represent its membership to the administrative and governing bodies of the University of New Brunswick and any other organization.
- c) Promote the unity and well-being of the graduate student body.
- d) Promote and maintain communication among graduate students.
- e) Serve and further the intellectual, educational, cultural, social, and interdisciplinary activities of graduate students.

Who is the GSA?

All graduate students enrolled at UNB are members of the GSA and are entitled to vote for and be elected to a variety of positions. Elected representatives are charged with ensuring that student voices will be heard in academic and non-academic matters that affect us as graduate students. The GSA is a governing body, and while centered in Fredericton, it has a Chapter in Saint John. The GSA has an Executive committee that runs the day to day operation of the GSA overall, under the guidance of the GSA Council. In Saint John, the GSA chapter has an executive that represents the students on that campus and liaises with the overall GSA.

GSA Executive Committee:

The executive committee on the Fredericton campus oversees the day-to-day operations of the GSA. The committee consists of the President and five Vice-Presidents:

Finance, Administration, Academic, External, and Societies & Events.

Elections are held in October and April to fill vacant positions. The duties and responsibilities for each of these positions can be found on our website in the GSA Bylaws.

GSA Council

The council is composed of elected representatives from Graduate Academic Units (GAUs) on campus, the executive committee and a representative from Saint John campus. It meets on a monthly basis to discuss issues brought forward by GSA committees, council representatives, and the general membership.

Departmental Societies

Societies are entitled to a certain number of seats on GSA Council depending on the number of students in the society. Most societies also have their own executive committees to look after the specific interests of their members and to organize social and academic activities. Please find below the contact information of the GSA Executive and information of the councillors and respective Graduate Societies.

GSA Executive and Staff	
Position/Name	Email address
Krista Harris - Executive Director	office@unbgsa.ca
Windsor Castle Bar - Grad House	barmanager@unbgsa.ca
Cody Waite - Policy and Operations Director	cody@unbgsa.ca
Graduate Research Conference	grc@unbgsa.ca
Orientation Chair	orientation@unbgsa.ca
President GSA	president@unbgsa.ca
VP Academic GSA	vpacademic@unbgsa.ca
VP Administration GSA	vpadmin@unbgsa.ca
VP External GSA	vpexternal@unbgsa.ca
VP Finance GSA	vpfinance@unbgsa.ca
VP Societies and Events GSA	vp Societiesandevents@unbgsa.ca

Fredericton	
Department	Email address
Anthropology	councillor1.anthropology@unbgsa.ca
	president.anthropology@unbgsa.ca
	anthropology@unbgsa.ca
Biology	councillor1.biology@unbgsa.ca
	councillor2.biology@unbgsa.ca
	president.biology@unbgsa.ca
Business Administration	councillor1.business@unbgsa.ca
	councillor2.business@unbgsa.ca
	president.business@unbgsa.ca
Chemical Engineering	councillor1.chemengg@unbgsa.ca
	councillor2.chemengg@unbgsa.ca
	president.chemengg@unbgsa.ca

Chemistry	councillor1.chemistry@unbgsa.ca
	president.chemistry@unbgsa.ca
Civil Engineering	councillor1.civilengg@unbgsa.ca
	councillor2.civilengg@unbgsa.ca
	president.civilengg@unbgsa.ca
Classics	councillor1.classics@unbgsa.ca
	president.classics@unbgsa.ca
Computer Science	councillor1.cs@unbgsa.ca
	councillor2.cs@unbgsa.ca
	councillor3.cs@unbgsa.ca
	president.cs@unbgsa.ca
Earth Sciences and Geology	councillor1.earthsciences@unbgsa.ca
	president.earthsciences@unbgsa.ca
Economics	councillor1.economics@unbgsa.ca
	president.economics@unbgsa.ca
Education	Councillor1.education@unbgsa.ca
	councillor2.education@unbgsa.ca
	councillor3.education@unbgsa.ca
	president.education@unbgsa.ca
Electrical Engineering	councillor1.elecengg@unbgsa.ca
	councillor2.elecengg@unbgsa.ca
	president.elecengg@unbgsa.ca
English	councillor1.english@unbgsa.ca
	president.english@unbgsa.ca
Forestry and Environmental Management	councillor1.forem@unbgsa.ca
	councillor2.forem@unbgsa.ca
	councillor3.forem@unbgsa.ca
	president.forem@unbgsa.ca
Geodesy and Geomatics	councillor1.gge@unbgsa.ca
	councillor2.gge@unbgsa.ca
	president.gge@unbgsa.ca
History	councillor1.history@unbgsa.ca

	president.history@unbgsa.ca
Interdisciplinary	councillor1.interdis@unbgsa.ca
	councillor2.interdis@unbgsa.ca
	councillor3.interdis@unbgsa.ca
	president.interdis@unbgsa.ca
	interdis@unbgsa.ca
Kinesiology	councillor1.kinesiology@unbgsa.ca
	councillor2.kinesiology@unbgsa.ca
	president.kinesiology@unbgsa.ca
Mathematics	councillor1.mathmatics@unbgsa.ca
	president.mathmatics@unbgsa.ca
Mechanical Engineering	Councillor1.mechengg@unbgsa.ca
	councillor2.mechengg@unbgsa.ca
	councillor3.mechengg@unbgsa.ca
	president.mechengg@unbgsa.ca
Nursing	councillor1.nursing@unbgsa.ca
	president.nursing@unbgsa.ca
Physics	councillor1.physics@unbgsa.ca
	president.physics@unbgsa.ca
Political Science	councillor1.poliscience@unbgsa.ca
	president.poliscience@unbgsa.ca
Psychology	councillor1.psychology@unbgsa.ca
	councillor2.psychology@unbgsa.ca
	president.psychology@unbgsa.ca
Sociology	sociology@unbgsa.ca
	councillor1.sociology@unbgsa.ca
	president.sociology@unbgsa.ca

Saint John Chapter Executive and Council

The Saint John Chapter consists of the President and four Vice-Presidents: Internal, External, Finance, and Communications. The SJ executive maintains the GSA Lounge, located in Ganong Hall, room 203, for use by graduate students in Saint John.

Saint John: Contact gsasj@unb.ca

Saint John	
President SJ-GSA	president.sj@unbgsa.ca
VP Administration SJ-GSA	vpadmin.sj@unbgsa.ca
VP Communications SJ-GSA	vpcommunication.sj@unbgsa.ca
VP Finance SJ-GSA	vpfinance.sj@unbgsa.ca
GSA Saint John	sjgsa@unb.ca
Liaison Saint John	liaison.sj@unbgsa.ca
Department	Email address
Biological Sciences Saint John	representative.bio.sj@unbgsa.ca
Interdisciplinary Saint John	representative.inter.sj@unbgsa.ca
Physical Applied Sciences Saint John	representative.pas.sj@unbgsa.ca
Business Administration Saint John	representative1.mba.sj@unbgsa.ca
	representative2.mba.sj@unbgsa.ca

What services does the GSA offer?

ISIC Cards

The International Student Identity Card (ISIC) is an internationally recognized ID (and discount card!) for students and is available free to all full-time graduate students as part of GSA's membership with the Canadian Federation of Students, a nation-wide advocacy organization for students. Visit <https://isiccanada.ca/cfsfcee/> and upload your photo, the proof of enrollment and ID Proof such as Driving License. You can download the ISIC App and find discounts available at the stores near you. Alternatively you can visit <https://isiccanada.ca/> to find discounts available as students. If you have any questions, please email office@unbgsa.ca

Universal Bus Pass Program (Fredericton)

The GSA negotiated an agreement with the City of Fredericton to provide a universal bus pass (u-pass) to all full-time students in Fredericton. For only \$148 per year, students get unlimited travel from September to August on Fredericton Transit buses. Starting 2018-19, GSA and Fredericton transit are partnering with Hotspot to provide app-based Bus Pass to help the students. Students can download the app by visiting <https://www.htsp.ca>. Students just need to fill in their Student number on the app to claim the Bus Pass.

Students can register/opt-out of the Bus Pass at <https://www.surveymonkey.com/r/unbgsafall2019> by submitting proof of enrollment at UNB.

Students registered in Fredericton who do not live in Fredericton may be eligible to opt-out of the program, if they apply by the specified deadline and meet the criteria. Visit the GSA website or contact office@unbgsa.ca for more information.

Graduate Student Association Health and Dental Plan

The GSA offers extended health and dental coverage to its full-time members. For more information on both health and dental coverage, visit the studentvip.ca website for details!

Who is eligible for the plan?

All full-time graduate students are automatically enrolled in both the health and the dental plan. Part-time students cannot enroll at this time.

Is the plan mandatory?

The university requires all full-time students to have extended health insurance, therefore the GSA Health and Dental Plan is mandatory unless a student provides proof that they possess equivalent coverage elsewhere. A student must successfully complete the opt-out process by the specified deadline to be removed from either plan.

How do I opt-out?

During the opt-out period, visit the UNB GSA section of the studentvip.ca website and follow the instructions for completing the opt-out process. You will receive notification when the process has been

completed successfully. Please be sure to check that you have opted-out of the correct plan. There are separate opt-out forms for the health plan and the dental plan.

To opt-out of the health plan, you must provide proof of existing, equivalent coverage. The opt-out time period usually lasts only during the first two weeks of fall term. Please contact the GSA during office hours for more information.

Can I add my spouse/family to the plan?

Yes. Spouses and family members may be added by completing a Family Add-On form (available from the GSA offices, or online from www.unbgsa.ca) and payment for additional coverage. The additional cost for adding a spouse or family is posted with other information on the website. Family Add-On forms must be received by the specified deadline.

I already pay for International Student Health Insurance through the university. Is the GSA health plan still mandatory?

Yes. The International Student Health Insurance provided by the university is basic health insurance that is similar to provincial Medicare that covers Canadian citizens and Permanent Residents. All full-time international students are eligible for the provincial Medicare after three months of stay in NB. You can opt-out of the international health insurance in subsequent terms by providing your Medicare information to UNB Financial Services. The GSA health plan is extended health insurance that covers items, such as prescription drugs, that are NOT covered by Medicare or the International Student Health Insurance plan. The university requires all full-time students to have extended health insurance. You may opt-out of the GSA health and dental plan if you can provide proof that you possess equivalent coverage. Travel insurance does not qualify.

What is covered under the GSA Health and Dental Plans?

The health plan covers items such as paramedical procedures, medical supplies, some prescription drugs (NB formulary), preventative vaccinations, hearing aid coverage, vision care, and out of country coverage. The dental plan covers items such as x-rays, cleaning and scaling, and oral surgery up to a certain percentage, and subject to an annual maximum. Complete details regarding plan benefits are available by contacting office@unbgsa.ca or by visiting the UNB GSA section of the studentvip.ca website.

Always check to ensure you are covered before undertaking any medical/dental procedure or treatment.

How do I claim health and dental expenses?

Prescription drugs and basic dental costs can usually be claimed using your pay direct card at the pharmacy or dentist's office. Other expenses can be claimed by completing a health or dental claim form on-line or by submitting a paper copy by fax or mailing it with receipts to the address listed on the form. Visit the UNB GSA section of the studentvip.ca website for instructions and forms.

Group Policy #: 0091942000 Member ID #: 00[Student ID #]-00

Is there a black-out period?

The GSA has taken steps to reduce or eliminate the black-out period - that is, the time at the start of the year when new students are covered by the GSA Health and Dental Plan but cannot yet submit claims. Students who have registered and paid or made arrangements to pay fees before September will be on the positive enrolment list at the start of September and will NOT experience a black-out period. Students who register after the end of August will experience a short black-out period.

Where should I go if I have any questions?

The UNB GSA section of the studentvip.ca website is your source for information related to the health and dental plans, as well as details about all the benefits that go along with being a “Student VIP”. You may also contact the GSA’s Executive Director with questions about the plans. You can reach us at 506-453-4700 or office@unbgsa.ca . Please call or email ahead for an appointment.

Annual Graduate Research Conference

The GSA has been organizing the Graduate Research Conference (GRC) for over 25 years. The GRC is a conference designed for graduate students by graduate students. It provides an opportunity for students from all different faculties and departments to come together to share their ideas. The mandate of the GRC is to provide a forum for graduate students to present their research in a supportive environment, to gain presentation skills, and to develop links with the greater graduate community.

The conference is open to graduate students affiliated with both the Fredericton and Saint John campuses. The GRC is divided into two streams: Social Sciences and Humanities, and Science and Engineering. This allows students in similar disciplines to share their research, while still providing an opportunity to interact with people outside their department or field. The conference is held in late winter/early spring, with a call for abstracts issued at the middle of the Fall term. Graduate students at all stages of their research are encouraged to submit abstracts for oral or poster presentations. Prizes are awarded to the top presentations in each stream, and there are workshops and keynote presentations on a variety of topics. Participation in the conference is always free for presenters and attendees.

What is the Grad House?

The Alden Nowlan House (ANH), also known as the Grad House, is located on the UNB Fredericton Campus, behind the UNB Bookstore. The GSA oversees the Grad House with the House Manager running day to day operations.

Employees at the Grad House include the GSA Executive Director, GSA Policy and Operations Director, and day-time and evening bar staff; GSA hiring policy gives priority to qualified graduate students.

Grad House/Alden Nowlan House Facilities

ANH provides office space for the GSA, as well as space for graduate students to gather in a social setting. The highlights of the Grad House include:

- Board room/meeting space for approximately 12 students (free to reserve).
- President’s Room, named in honour of a former UNB president, featuring comfy leather chairs (free to reserve).
- Windsor Castle Bar, a members-only bar offering coffee, tea, light snacks, and both alcoholic and non-alcoholic beverages for sale.
- Barbeque, available for use by societies and individuals at a small per-student cost for propane.
- Large furnished deck.
- Individual members and societies wishing to host an event at the Grad House can make either exclusive or non-exclusive bookings. Please contact the Operations Director to discuss the criteria for exclusive and non-exclusive bookings.

For more information, please contact the Operations Director by Email: barmanager@unbgsa.ca

Who is Alden Nowlan?

Alden Nowlan (January 25, 1933 – June 27, 1983) was a much loved New Brunswick poet, novelist, playwright, and journalist. In 1967, he received the Governor General's Award for his collection of poems Bread, Wine, and Salt. Nowlan was a Writer-In-Residence at UNB from 1969-1983 and he lived at the 676 Windsor St. property, where he entertained many public figures, including Allen Ginsberg and Johnny Cash.

[GSA and Windsor Castle Bar: Hours and Contact Information](#)

[When is the Grad House Open for Office Hours?](#)

Monday-Friday: 9:00 AM - 3:00 PM

Please check the website for changes to office hours. Phone: 506-453-4700

Email: office@unbgsa.ca

[When is the Bar Open?](#) Saturday and Sunday closed Monday: 3pm – 10pm Tuesday: 3pm - 10pm

Wednesday: 3pm - 10pm Thursday: 3pm – 11pm Friday: 12pm – 12am

Phone: 506-453-4757

Email: barmanager@unbgsa.ca

* Please note that the Grad House is usually closed on all holidays observed by UNB. Look for notices on the website about regular and special closures and any changes to the hours.

University Support and Services

[The School of Graduate Studies](#)

All graduate students, regardless of program or location, are enrolled in the School of Graduate Studies (SGS). The SGS website provides information on each of the graduate programs offered at UNB, including program descriptions, course offerings and detailed contact information as well as a wealth of other information to help you through graduate school. You can access many important forms that you will require as a graduate student through the website, such as: student travel grant application forms, student progress report forms, and all the forms you will need to complete when you are finally ready to graduate.

Contact information: **Fredericton**

Sir Howard Douglas Hall Box

4400

Fredericton NB E3B 5A3 Tel.: (506) 453-4673

Email: gradschl@unb.ca

Saint John Tucker Park Box 5050

Saint John NB E2L 4L5

Tel.: (506) 648-0450 www.unb.ca/gradstudies/

[myUNB portal](#)

UNB's website makes it easier for you to find the information you need. Click on the myUNB button at the top right of UNB's home page, or type in my.unb.ca in your web browser, and you'll be "Inside UNB," a page with alerts and cancellation notices; quick links to timetables, financial forms, IT help, UNB libraries, and the latest issues of Student eNews; and dropdown menus with even more links to information and

services to help you through student life. Login once with your UNB ID and password and get quick launch access to webmail or Desire2Learn, purchase print credits, register for classes, or access any other password protected university sites and services. The portal also allows you to create myProfile, build a network of myfriends, and post to UNB forums.

Student Services - Fredericton

Located in C.C. Jones Student Services Centre, 26 Bailey Drive, on the UNB Fredericton Campus, the Office of Student Affairs & Services provides support to all students in a variety of areas from career and personal counselling to help with writing to financial aid. Check out the full array of services provided at: www.unb.ca/fredericton/studentservices/

Student Advocate

Provides information and advice pertaining to academic appeals, academic offence appeals and review of grades.

Student Development Coordinator

Assists new students in making a successful transition to UNB and offers support for a number of peer led initiatives that enhance student life outside the classroom.

Student Accessibility Centre

Provides services and resources to assist students who have disability related needs. Accommodations are intended to help students with disabilities have an equal chance to participate and learn in a post-secondary setting. Students are strongly encouraged to contact the Student Accessibility Centre prior to the start of the school term to allow staff to act proactively on students' behalf to arrange physical accommodations and provide assistance in a more timely manner.

Counselling Services

Provides confidential personal and career counseling as well as a variety of related services to support students during their time at university, to help students meet their academic and personal goals.

Student Employment Services

Develops programs and offers services that link students and recent graduates with experience-building and degree-related career and employment opportunities.

Financial Aid Office

Provides advice and financial aid to students requiring assistance to finance their university education. Workshops and one-on-one appointments are available to assist students with: budget preparation, financial planning, debt management, exploration of financial aid options, and information on government student loans, bursary programs, and work-study.

Student Health Centre

Provides primary health care year round to full-time UNB students, assessing and managing a wide variety of medical problems, both urgent and chronic. Please go to <https://www.unb.ca/fredericton/studentservices/health-wellness/health-centre/index.html> for clinic hours.

Writing & Study Skills Centre

Offers help with writing as well as workshops on such topics as exam preparation, time management, and critical thinking.

Campus Ministry

Offers chapel services, Bible studies, and group events, as well as offering a listening, caring, nonjudgmental ear when students need someone to talk to. An Anglican Priest, a Roman Catholic Priest and a Protestant Lay Chaplain are all part of the team, and they can also connect students with people from various other faith traditions represented at UNB and in the city.

Multi-Faith Room

Located at the back of the Lady Beaverbrook Residence, the space available to groups and individuals of all faiths on Fredericton campus as a place for meditation, reflection and prayer. The room is used for Muslim prayers three times daily; check the Muslim Student Association website for congregational prayer schedule. Room bookings are to be made via email or telephone through Student Affairs & Services.

Human Rights Officer

Provides confidential consultations on harassment, discrimination and related issues; guidance through complaint processes; and awareness and education programs.

This is a department of the University of New Brunswick and is not a part of the New Brunswick Human Rights Commission

Registrar's Office

Sir Howard Douglas Hall, UNBF Campus

Financial Services

For inquiries on graduate fees or tuition fees, e-mail gradfees@unb.ca.

Safety and Security

UNB Security & Traffic

P: 506- 453-4830

Police & Fire Emergency 911

International Student Advisors Office

Provides orientation and ongoing support to international students on matters relating to personal, financial, social, cultural, and immigration issues, both individually and in groups.

Student Services - Saint John

Located in Philip W. Oland Hall, 100 Tucker Park Road, on the UNB Saint John campus, Student Services provides support to all students in a variety of areas from career and personal counselling to help with writing to financial aid. Check out the full array of services provided at:

www.unb.ca/saintjohn/student-services/

Academic Appeals

Information and advice pertaining to academic appeals, academic offence appeals and review of grades is available through consultation with the Director of Student Services.

Accessibility

Issues or concerns concerning university studies and equitable treatment of students with disabilities can be discussed with a counselor.

Student Employment Centre

Assists students and recent graduates in pursuing permanent, summer and part-time employment. Services include: assistance with resumes and cover letters, job search strategies, interview preparation, and employment counseling.

Financial Aid

Provides assistance to students in financing their education. Available workshops and one-on-one advising include: budget preparation, financial aid, students loans, emergency funding, bursaries, scholarships, financial planning, debt management.

Counselling Services

Provides free and confidential personal and career counselling, consultations and referrals, and outreach programming to facilitate the personal, social, academic, and career development of students. Information on how to make an appointment can be found at www.unb.ca/saintjohn/studentservices/health/counselling/appointment.html

Student Health Centre

Provides confidential clinical nursing and physician services to students. Located behind the Athletic Centre, next to Saint John College.

Writing Centre

Assists students with academic writing assignments by assessing the writing of individual students, determining their levels of expertise and moving them gradually towards greater clarity of thought and expression.

Campus Ministry

Experienced leaders from various faith and religious communities of Greater Saint John, available for any faith-related matters, support, confidential listening, or even friendly visiting.

Ward Chipman Library, Rm 33

Registrar's Office

Oland Hall, Rm 141

Financial Services

For inquiries on graduate fees or tuition fees, e-mail gradfees@unb.ca

Safety and Security

UNB Security Emergency Number 506- 648-5675

Police & Fire Emergency 911

International Student Advisor

Provides advice and support to international students.

Getting settled in New Brunswick

Tenants – Know your Rights and Responsibilities!

The last thing you need are poor living conditions. In New Brunswick, the Residential Tenancies Act covers the relationship between landlords and tenants.

Below are some tips to make sure you are protected:

- **Leases:** Landlords and tenants must sign a Standard Form of Lease. Any other lease forms are not acceptable. Even if you did not sign a lease, the rental agreement is still covered by the Residential Tenancies Act. You and your landlord may agree to additional conditions, but may not remove any of the mandatory conditions.
- **Security Deposits:** The landlord may ask for a security deposit, however, it may not exceed one month's rent. Your security deposit may be paid directly to the Rentalsman, or to the landlord; the landlord must deliver the amount paid to the Rentalsman within seven days. A certificate is sent to both parties stating the amount received and the address it covers. It is always a good idea to inspect the premises with your landlord before moving in and after moving out, making note of any pre-existing damage.
- **Getting Back Your Security Deposit:** At the end of the tenancy, the landlord has seven days to make a claim against the deposit. The claim can be made to recover costs such as physical damage, cleaning, or rent left owing. The tenant must ask the Rentalsman in writing to return the security deposit after the lease expires. Forms are available from the Rentalsman. In case of a dispute, the Rentalsman investigates.
- **Repairs and Maintenance:** The landlord must fix or replace anything the tenant pays rent for that breaks or does not work properly. This applies to appliances that come with the rental and common areas. The tenant must repair anything on the rented premises that the tenant or his or her guests are responsible for wilfully or negligently damaging. Regular cleaning is also the responsibility of the tenant.
- **Entry and Privacy:** A landlord can normally enter rented premises only after giving advance notice to the tenant or with the tenant's consent. The times of advance notice vary according to the situation. For example, if the landlord intends to carry out repairs, the tenant must have seven days' notice, preferably in writing. For general inspection and to show the premises, the landlord must give 24 hours' notice, preferably in writing. Entry must be between 8 a.m. and 8 p.m. and on a day other than Sunday or a holiday. In an emergency the landlord may enter at any time.
- **Rent Increases:** The landlord must give at least two month's notice of a rent increase in writing to the tenant. In some situations, the notice must be three months. If the tenant chooses to move, they may treat this as a notice of termination, and may give the landlord appropriate written notice that they will be leaving.
- **Ending a Lease:** Fixed term leases end on their termination date. However, month-to-month or year-to-year leases can be terminated by either the landlord or tenant by providing one-month's written notice. For more information, please see the website below. Always keep records of

your dealings with your landlord. For more information and tips visit http://www.legal-info-legale.nb.ca/en/landlords_and_tenants

Office of the Rentalsman

Fredericton Area Rentalsman
City Centre, PO Box 1998
432 Queen Street
Fredericton NB E3B 1B6 Tel.

Saint John Area Rentalsman

King's Square North, PO Box 5001
15 King's Square North, 2nd Floor
Saint John NB E3L 4Y9

Fredericton Housing

Fredericton offers a wide variety of living arrangements for incoming students, from university residence to apartment/ condo style living. Rental rates tend to vary depending on proximity to campus, but although even the Northside (across the river from the university) can be considered within walking distance, you need to decide what is a reasonable distance for you to travel and how likely you are to walk versus try to catch the bus versus call a taxi.

On-Campus Housing/University Residence

There are 14 residences on the Fredericton campus. Most are traditional style (one or two people per room, shared washroom facilities) but there is also one "suite style" residence and one "family style" residence (Magee House, a popular place to live for international students). For more information, visit

www.unb.ca/fredericton/residence/index.html

Off-Campus Housing

The UNB Student Union Student Housing site offers links to housing resources and listings of available apartments. Newspaper classifieds and kijiji are also good places to look for listings; they are also good places to find furnishings for your apartment.

Kijiji Fredericton fredericton.kijiji.ca

Saint John Housing

There are only two residences on Saint John campus and they tend to fill up quickly with undergraduate students so off-campus housing is the better option. First you must consider in what area of Saint John you would like to live. Some apartment complexes are within walking distance (15-20 minute walk) of the university, but may be more expensive than apartments in other parts of the city. Apartments in the Uptown area may be in older, more charming buildings and are closer to the market and other city attractions, but will require car or bus transportation to get to campus. There are also many apartments available on the east and west sides of Saint John, if increased transportation distances are not a large concern.

Apartment rentals and listings of roommate searches are often posted on bulletin boards around the UNBSJ campus – keep your eyes open! Check out the Off-Campus Housing section of the Saint John Student Services site for useful tips and links to other important information regarding renting in Saint John.

www.unb.ca/saintjohn/studentservices/housing/index.html

Newspaper classifieds and kijiji are also good places to look for listings; they are also good places to find furnishings for your apartment.

Kijiji Saint John saintjohn.kijiji.ca

Utilities

Be careful to note whether your rent will include heat and/or electricity. Winters in New Brunswick can get cold, and heating bills can add substantially to your expenses in these months. If you are concerned with how much your heating bills may cost, you can contact NB Power (1-800-663-6272) to request average heating costs from last year. Once you have found a place to live, you may need to set up your utilities. If your heat and/or electricity is not included in your rent, call NB Power to have the connection put in your name, or start the process online. A security deposit may be required. For more information and instructions, visit

www.nbpower.com.

When it comes to staying connected, you have a number of options. Landline or no landline? Simple mobile phone or SmartPhone? Dial-up, High-Speed, FibreOp, Mobile Internet? Internet through the phone company or cable company? The two major telecommunications companies in New Brunswick are Bell Aliant and Rogers Communications. Both provide mobile phone, home phone, and internet services. Bell Aliant offers satellite, and now also FibreOp, TV; Rogers offers cable TV. Both companies offer their services individually or in “bundles” (often multiyear contracts that can save you money, but may have you subscribed to the services you don’t want or need).

Bell Aliant <https://www.bell.ca>

Rogers www.rogers.com

(make sure that you have selected New Brunswick as the province, top right, to see all available services)

Transportation

Fredericton Transit - GSA Bus Pass program

The GSA negotiated an agreement with the City of Fredericton to provide a universal bus pass (u-pass) to all full-time students in Fredericton. For only \$148 per year, students get unlimited travel from September to August on Fredericton Transit buses. Starting 2018-19, GSA and Fredericton transit are partnering with Hotspot to provide app-based Bus Pass to help the students. Students can download the app by visiting <https://www.htsp.ca>. Students just need to fill in their Student number on the app to claim the Bus Pass.

Students can register/opt-out of the Bus Pass at <https://www.surveymonkey.com/r/unbgsafall2019> by submitting proof of enrollment at UNB.

Students registered in Fredericton who do not live in Fredericton may be eligible to opt-out of the program, if they apply by the specified deadline and meet the criteria. Visit the GSA website or contact office@unbgsa.ca for more information.

Transit maps and schedules are available from the Grad House or at www.fredericton.ca/en/transportation/transitschedule.asp

Saint John Transit

Cash fares in Saint John are \$2.75 per ride. If you expect to be using the bus frequently, you can purchase a Student Transcard, 10 rides for \$22 or 20 rides for \$44, or a Monthly Student Pass, unlimited rides for \$66/month. Transcards and passes can be purchased at the UNBSJ Book Store and at various other locations throughout the city. Transit maps, schedules, and other information about Saint John Transit is available at www.saintjohntransit.com

Taxi Services

There are a number of taxi companies operating both in Fredericton and Saint John. Most now accept debit and credit cards. Some offer student or VIP discounts, provide delivery services, or can accommodate special needs. Consult the Yellow Pages to see their ads.

It is customary to tip taxi drivers, but it is not expected or required. A good rule of thumb is 10% of the fare for longer rides, \$1 or \$2 for shorter rides. If the driver has been particularly pleasant and helpful, you may decide to tip more; the reverse is also true.

Fredericton

Checker Cab 450-8294

Trius Taxi 454-4444

Loyal Taxi 455-6789

Standard Taxi 450-4444

Saint John

Diamond Taxi 648-8888

Royal Taxi 652-5050

Simonds Taxi 696-8294

University Cab 631-1111

Driver's License and Vehicle Registration

A driver's license can be a good thing to have, whether or not you will have access to a vehicle during your time at UNB, as it is a generally accepted photo ID. You must obtain a New Brunswick driver's license as soon as you take up permanent residence in the province if you intend to drive in New Brunswick. If you have moved to New Brunswick from another Canadian province or from the United States, you may be able to exchange your license from that jurisdiction for a New Brunswick driver's license without having to take a driver's test. If you have moved to New Brunswick from another country, you will likely have to pass a written examination, vision test, and road test.

Passenger vehicles owned by visitors can be operated in New Brunswick for up to six months without being registered in the province. After six months, or earlier if the owner becomes a resident of New Brunswick, the vehicle must be registered.

For more information, visit the New Brunswick Government website www.gnb.ca or visit your nearest

Service New Brunswick location:

Fredericton Service Centre

City Centre, PO Box 1998

432 Queen Street

Fredericton NB, E3B 1B6

453-2834

Saint John Service Centre

King's Square North, PO Box 5001

15 King's Square North

Saint John NB, E3L 1E6

658-2500