



POLICY

Policy Name	STUDENT ACCOUNTS			<i>New</i>
Policy Number	AD 2.0	Category	Admissions & Student Records	
Policy Authority	Dean of Student Services/Registrar	Approval	January 28, 2026	
Executive Sponsor	Vice-President, Academic and Provost	Next Review	January 28, 2031	
Approved By	President and CEO	Frequency of Review	5 years	

1. POLICY STATEMENT

Medicine Hat College (MHC) follows a clearly defined and consistently applied framework for the approval and administration of tuition and fees, prioritizing transparency and accountability in the management of student accounts. This approach supports compliance with regulatory requirements, incorporates student input in the decision-making process, and aligns tuition and fee practices with the college's mandate and strategic goals.

2. SCOPE

This policy applies to all processes related to the establishment, approval, communication, and administration of tuition, mandatory non-instructional fees, other fees, and any financial transactions recorded on student accounts.

3. DEFINITIONS

- **Formal Agreement:** an official, written contract or arrangement between the college and another organization or institution that outlines the terms, responsibilities, and expectations of each party involved, typically related to joint programs, funding, or collaborations.
- **Funder/Sponsor:** an external individual or organization that provides financial support for students, such as scholarships, grants, or bursaries.
- **Mandatory Non-Instructional Fees:** fees to be paid by a student to an institution in respect of specific goods or services that are required for the student to complete an approved program or classroom instruction for an apprenticeship education program
- **Other Fees:** Administrative fees charged for services and/or materials provided by the college.
- **Student Account:** a financial record maintained by the postsecondary institution that tracks all charges, payments, and credits relayed to a student's enrolment.
- **Tuition:** fees which are charged based on the credit value of each course or as a flat fee per course.

4. PRINCIPLES

4.1 The approval of tuition and mandatory non-instructional fees is a fundamental part of MHC's annual budget process, reflecting the college's commitment to sound financial governance and alignment with its strategic and fiscal priorities.

- 4.1.1 All fees are set in a just and equitable manner and reflect a reasonable balance of fiscal responsibility.
- 4.1.2 The setting of mandatory non-instructional fees complies with the Alberta Post Secondary Learning Act and the Tuition and Fees Regulation, governing post-secondary tuition fees.
- 4.1.3 All fees are clearly identified and set to cover the services provided for the specific fee.
- 4.2 In decisions related to tuition and mandatory non-instructional fees, the college considers and values the input and student perspectives gained through consultation with MHC Students' Association representatives.
- 4.3 The college manages student account processes and transactions in a manner that is timely, transparent, and accurate, supporting effective financial administration and service excellence.
- 4.4 The college is committed to ensuring that students have clear, timely, and accessible information regarding procedures, payment deadlines, refund processes, and other aspects of student account management, with the Registrar's Office serving as a key source of this communication.
- 4.5 Students are expected to fulfill their financial obligations to the college and to provide any required information and notice on matters related to their accounts in a timely manner, recognizing that these responsibilities allow for the effective administration of their academic programs.
- 4.6 The Registrar or designate has the authority to make exceptions relating to student accounts where unique or extraordinary situations warrant.
- 4.7 Where a formal agreement is in place with the college, the policies of a third party, funder, or sponsor may supersede this policy, where approved by the Registrar's Office.

ORIGINAL COPY SIGNED

Kevin Shufflebotham
 President and CEO
 Date: January 28, 2026

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Nancy Brown
 Vice-President, Academic and Provost
 Date: January 28, 2026

Additional Information	Location
AD 2.1 Student Accounts Procedure	MHC Website/Policy & Procedure SharePoint
AD 2.2 Deposits and Refunds Procedure	MHC Website/Policy & Procedure SharePoint
AD 2.3 Student Payment Plans Procedure	MHC Website/Policy & Procedure SharePoint
AD 2.4 Tuition and Related Fees Procedure	MHC Website/Policy & Procedure SharePoint
MHC Academic Calendar	MHC Website
Post-Secondary Learning Act	open.alberta.ca/publications
Tuition and Fees Regulation	open.alberta.ca/publications