



PROCEDURE

Procedure Name	DEPOSITS AND REFUNDS			<i>New</i>
Procedure Number	AD 2.2	Approval Date	January 28, 2026	
Parent Policy	AP 2.0 Student Accounts Policy			
Procedure Authority	Dean of Student Services/Registrar			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

1. PURPOSE

Medicine Hat College (MHC) is committed to accountability and transparency in the administration of application fees, tuition deposits, and refunds. These processes are applied consistently and communicated clearly to support informed student decision-making. Decisions are guided by established deadlines, applicable requirements, and, where possible, consideration of students' individual financial circumstances.

2. DEFINITIONS

- **Other Fees:** Administrative fees charged for services and/or materials provided by the college.
- **Sponsored Status:** when tuition and fees are paid by an external funder or sponsor, such as a scholarship, grant, or bursary.

3. APPLICATION FEES

- 3.1 MHC applicants are charged an application fee each time they apply to credit programs.
- 3.2 All application fees are non-refundable.
- 3.3 Where applicable, applicants that are already registered in a credit program, and want to change their program or major, a change of program form may be used rather than submitting a new application and fee once per term.

4. CREDIT PROGRAM TUITION DEPOSITS

- 4.1 Once accepted into a credit or apprenticeship program students are required to pay a tuition deposit, as outlined in their acceptance letter. This deposit will hold their seat in the program and will be applied towards their tuition and fees.
- 4.2 Tuition deposits for domestic students are non-refundable.
 - 4.2.1 Domestic students enrolled in credit programs may transfer deposits once, from either one credit program to another or from one term to another, based upon acceptance and applicable deadlines.
- 4.3 Tuition deposits for international students are non-refundable unless proof of study permit denial is provided prior to the deadline stated in the offer of admission. With proof of study permit denial, international tuition deposits will be refunded. A separate administrative fee may apply.

4.3.1 With proof of study permit denial or delay prior to the deadline, international students may be permitted a one-time transfer of their deposit to the next available semester intake. Transfers are subject to program acceptance and adherence to all published deadlines.

5. REFUND ELIGIBILITY

5.1 Students who formally withdraw their registration may be eligible for refunds based on the following categories:

(a) Credit and Apprenticeship Courses

Students withdrawing prior to and inclusive of the drop deadline will be eligible for a full refund of tuition, mandatory non-instructional fees, and other fees, excluding nonrefundable fees and deposits.

(b) Non-Credit Courses

5.2 Eligibility for refunds, excluding any applicable application and administration fees, is defined in the registration agreement at the time of enrollment. Conservatory classes require full payment at the time of registration and are not eligible for refunds.

5.3 To calculate tuition fee refunds, a student will be considered withdrawn effective the date the notice of withdrawal form is received by the Registrar's Office.

5.4 Non-attendance does not constitute notice of withdrawal from a course or program. If a student leaves the college without notification of their intent to withdraw, the student is not eligible for a refund and is responsible for any outstanding amounts owing.

5.5 A full refund of tuition and mandatory non-instructional fees, and application fees where applicable, will be processed in the cases where:

(a) a program or course is cancelled by the college,

(b) in the opinion of the Registrar or designate, a substantive change is made to when or how a program or course is offered, subsequent to the student's application or registration,

(c) a student receives advanced or transfer credit for a course following the published deadlines, or

(d) a student changes from fee-paying to approved sponsored status.

5.6 Students who are withdrawn from their course or program of study by the college on financial, academic, conduct, disciplinary, or other grounds are not eligible for a refund.

5.7 Refunds for courses and programs offered by the MHC in partnership with or on behalf of another learning institution, business, and/or agency will be in accordance with the contract in place with the college.

5.8 After consultation with necessary parties, payments believed to be made in bad faith or without the payer's consent will be reversed and may be considered a violation of other MHC policies and procedures.

6. RECEIVING A REFUND

6.1 In most cases, students who are entitled to a refund and are continuing their studies at the college will have any credit balance applied automatically to their next term's fees. If a student is not registered in the next term, a refund will be issued.

6.2 Students who are no longer registered at the MHC and are eligible for a refund will have it issued to them, excluding the following:

- (a) Tuition fees paid by a sponsoring agency, organization, or band will have any refund monies sent directly back to the funder, and
- (b) Government funded student loans will be refunded according to government guidelines.

7. REFUND APPEALS

- 7.1 Students who believe they have exceptional circumstances affecting their eligibility for a refund are encouraged to first speak with the Registration & Records Coordinator to discuss available options.
- 7.2 If a resolution is not reached through informal discussion, students may submit a formal refund appeal to the Registrar’s Office.
- 7.3 Decisions on financial appeals are final.

ORIGINAL COPY SIGNED

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 2.3 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
Student Account Appeals Form	Registrar’s Office