



## PROCEDURE

Procedure Name	<b>STUDENT PAYMENT PLANS</b> <span style="float: right;"><i>Revised</i></span>		
Procedure Number	<b>AD 2.3</b>	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

Student payment plans provide a structured and flexible way for students to meet their financial obligations over time, supporting continued access to services and reducing financial stress. By offering fair and consistent payment options, Medicine Hat College (MHC) promotes accountability, equitable treatment, and responsible financial planning.

### 2. DEFINITIONS

- **Overdue Account:** refers to a student's financial account that has an outstanding balance past its due date.
- **Sponsorship:** formal agreement of financial support by an external organization, funder, or individual for a student in the form of a scholarship, grant, or bursary.

### 3. PRINCIPLES

- 3.1. Student payment plans are designed to offer manageable solutions, empowering students to focus on their studies while responsibly meeting their financial obligations.
- 3.2. The college will work with students to assess their financial situation, identify any funding sources that may have been missed, and ensure they are aware of all available funding options.

### 4. PAYMENT PLANS

- 4.1. The Registrar's Office may offer a payment plan for tuition and applicable fees at their discretion to students who meet the following criteria. Students must be:
  - (a) considered a continuing credit student having completed at least one term of study. In exceptional circumstances, such as medical or family emergency a student in their first term may qualify. Decision is at the discretion of the designate of the Registrar's Office;
    - i. International Students must have completed at least one full year of study at MHC.
  - (b) enrolled in full-time studies;
  - (c) in good financial standing with the college;
  - (d) able to pay 50% of the tuition and applicable fees owing plus the pre-determined administrative fee(s) by the payment deadline; and
  - (e) able to prove that they have exhausted all other options, including student loans.
- 4.1.1 An administrative fee will apply to tuition and fees payment plans as specified in the Academic Calendar and in accordance with the Student Accounts Policy and related procedures.

4.1.2 Students are eligible to apply for a tuition and fee payment plan one month prior to the start of term and can only apply for one term at a time.

4.1.3 Qualified tuition and fee payment plan students are required to pay their tuition and applicable fees in two installments. The first installment is due by the tuition payment deadline and the second is due on or before the date listed in the payment plan agreement.

4.2. Payment plan details for residence fees are outlined in the rental agreement. Outstanding amounts will be processed through Student Accounts and may lead to an overdue account.

**5. TUITION DEFERRAL**

5.1. In lieu of a payment plan, the Registrar’s Office may offer a payment deferral at their discretion to students who present evidence of sponsorship by a government agency, student loan, or other agreed upon third party.

5.2. There is no payment plan charge for a tuition deferral.

**6. OUTSTANDING BALANCES**

6.1. Students who fail to comply with their agreed payment plan or fee deferral will be subject to overdue accounts processes.

**ORIGINAL COPY SIGNED**

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

<b>Additional Information</b>	<b>Location</b>
AD 2.1 Student Accounts Procedure	MHC Website/Policy & Procedure SharePoint
AD 2.2 Deposits and Refunds Procedure	MHC Website/Policy & Procedure SharePoint
AD 2.4 Tuition and Related Fees Procedure	MHC Website/Policy & Procedure SharePoint
MHC Academic Calendar	MHC Website
Student Account Appeals Form	Registrar’s Office