



PROCEDURE

Procedure Name	TUITION AND FEES <i>Revised</i>		
Procedure Number	AD 2.4	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) prioritizes transparency, accountability, and compliance in the setting and administering of tuition and fees. Decisions, made in consultation with students, support the college's programs, services, and learning environments, fostering high-quality sustainable educational experiences for students.

2. DEFINITIONS

- **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.
- **Tuition fees:** include the following:
 - (a) fees identified in the MHC Academic Calendar as tuition.
 - (b) fees for instruction for courses that are part of approved programs
 - (c) fees for classroom instruction in an apprenticeship education program, or
 - (d) fees to be paid by a student to the institution for materials and services that facilitate instruction for (b) or (c).

3. PRINCIPLES

- 3.1 The college strives to maintain and enhance the quality of MHC learning environments, including the services provided to students.
- 3.2 Proposals for tuition fee increases will be guided by careful consideration of student impact, program costs, market demand, comparable programs at other institutions, and other relevant factors.
- 3.3 Tuition changes will be considered in the context of the overall operating revenue profile, the need to produce a balanced budget, and the importance of maintaining and enhancing the quality, accessibility, and affordability of the student experience.
- 3.4 Tuition and mandatory non-instructional fees are set using a defined framework that ensures compliance with government legislation and policy, advances the goals and objectives of the college, fostering transparency and objectivity.
- 3.5 The college values student input regarding tuition and mandatory non-instructional fees. Consultation informs learners of current and projected fiscal challenges and communicates proposed rate adjustments, while also ensuring that student perspectives are considered in the decision-making process.

4. DIRECTIVES

- 4.1 The MHC Board of Governors (the Board) is responsible for the approval of all tuition and mandatory non-instructional fees, which are set in accordance with Alberta Tuition and Fees Regulation.
- 4.2 The college will assess, establish, publish, and collect all approved tuition and mandatory non-instructional fees in accordance with the Post-Secondary Learning Act and the Tuition and Fees Regulation.
- 4.3 Tuition and mandatory non-instructional fees are published in the Academic Calendar and found on the MHC website in accordance with regulations.
- 4.4 When setting mandatory non-instructional fees, the college will ensure that:
 - (a) fees fund specific identifiable services for students and will not be comprehensive,
 - (b) each type of fee will have its own fee level,
 - (c) fees are clearly identified and provide all the necessary information about the services provided,
 - (d) each fee will be set no higher than cost recovery for the services provided,
 - (e) new mandatory non-instructional fees have the approval of the Students' Association. The objective of the new fee, including the services provided, will be clearly communicated to students, faculty, and staff, and
 - (f) mandatory non-instructional fees undergoing substantial changes to the scope of included goods or services, or to the population of students required to pay, will be treated as a new fee.
- 4.5 The college will maintain accounting records to support all mandatory non-instructional fees, ensuring that each fee reflects the costs of the associated goods and services. This information will be shared with the Students' Association each academic year.
- 4.6 Tuition fees for instruction will be assessed and calculated on a per-credit basis or flat rate where applicable. Mandatory non-instructional fees may be assessed on a per-credit basis or by another method, depending on the service provided.
- 4.7 Annual increases in tuition rates and mandatory non-instructional fees will not exceed the caps defined in the Tuition and Fees Regulation and the Alberta Tuition Framework.
- 4.8 The college may submit a proposal to the Ministry of Advanced Education requesting exceptional tuition increases that exceed the defined caps to finance significant quality improvements to a program, or with Student Association approval in instances where both learners and the institution agree there is an appropriate purpose. Approval is at the discretion of the Ministry.
- 4.9 Tuition rates for students enrolled in years three and four of collaborative degree programs are set by the applicable partner institutions.
- 4.10 Under the Tuition and Fees Regulation, the Board has the authority to set and increase tuition for international students at their discretion. This allows for rates that reflect both the cost to deliver the program and the requirements of attracting international students. Guaranteed maximum tuition rates will be communicated to international student in their offer of admission.
- 4.11 Fees set by the Students' Association are not subject to this procedure but may be included in the consultation process.

5. STUDENT CONSULTATION

- 5.1 The college will maintain an open and fair engagement process regarding setting of MHC tuition and non-instructional mandatory fees through regular, ongoing consultations with the Students' Association.
- 5.2 A minimum of two consultation meetings to discuss tuition and fee increases will be organized between the Registrar's Office and the Students' Association annually. Consultations during these meetings are intended to be collaborative and substantive.
- 5.2.1 Students' Association input is welcome at all meetings and will be considered and addressed meaningfully and will not be obligatory.
- 5.2.2 Student input should represent a range of perspectives from diverse student groups, including students who are most vulnerable to tuition changes. It should also be constructive, recognizing the college's budgetary needs, and reflecting the fact that students must share in the cost of learning.
- 5.3 Student representatives of the Board also have the opportunity to be participants in tuition deliberations that take place during board meetings.

ORIGINAL COPY SIGNED

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

Additional Information	Location
Post Secondary Learning Act	open.alberta.ca/publications
Tuition and Fees Regulation	open.alberta.ca/publications
Alberta Tuition Framework	open.alberta.ca/publications