



PROCEDURE

Procedure Name	EMERGENCY STUDENT FINANCIAL ASSISTANCE			<i>New</i>
Procedure Number	SD 3.2	Approval Date	April 8, 2026	
Parent Policy	AP 3.0 Student Financial Aid and Awards 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 supporting students facing unexpected financial hardship through the provision of emergency loans and bursaries. This assistance is intended to alleviate financial stress, promote student well-being, and enhance academic success and retention.

2. DEFINITIONS

- **Emergency Financial Assistance:** short-term financial support provided to students experiencing unforeseen circumstances that jeopardize their ability to continue their studies.
- **Emergency Loan:** short-term, interest-free loan intended to bridge temporary financial gaps.
- **Emergency Bursary:** non-repayable financial support awarded to students who demonstrate a significant financial shortfall.
- **Financial Need:** assessed by comparing a student's allowable expenses to their available resources over a defined period, using guidelines informed by provincial and federal financial aid programs.
- **Good Academic Standing:** an MHC student who is in full compliance with MHC's policies on academic and non-academic conduct and who is not under penalty for academic or non-academic misconduct.

3. PRINCIPLES

- 3.1 MHC is committed to student-centred support in its streamlined emergency funding application process and strives to reduce financial stress and its impact on academic outcomes and student health.
- 3.2 The college prioritizes care and support by connecting students to relevant information and additional supports services that may be available to them throughout the application process
- 3.3 Applications are assessed respectfully and consistently, and decisions are made fairly, based on transparent criteria.
- 3.4 Confidentiality and student privacy is protected throughout the application and funding process.

4. CONDITIONS

- 4.1 The emergency assistance program assumes that students have prepared for their academic expenses but have encountered an urgent, unforeseen occurrence requiring immediate emergency financial support.
- 4.2 Emergency funding is available to students currently enrolled at MHC on a case-by-case basis.
- 4.3 Recipients must be in good academic standing.
- 4.4 Students awaiting confirmed funding (e.g. student loans, sponsorships, waivers) are considered for emergency loans. Emergency loans range up to \$1500.00 per year and are repayable within 30 days.
- 4.5 Students with more significant financial shortfalls are considered for emergency bursaries, which range up to \$2000.00 per year and do not require repayment.
- 4.6 Student accounts must be in good standing; emergency funding is not available to pay amounts owed to Medicine Hat College.
- 4.7 Emergency funding is generally awarded only once per year; however subsequent applications may be considered with additional criteria in exceptional circumstances.
- 4.8 Applicants who have defaulted on a previous emergency loan are not eligible for additional financial assistance until all outstanding funds have been repaid. Defaults will be considered as part of any future assessments.

5. PROCESS

- 5.1 Students complete the online emergency funding application and submit all required documentation. The same application is used for all emergency funding requests.
- 5.2 Applications are reviewed by the Student Financial Aid and Awards Office using a standardized rubric to ensure fairness and consistency.
- 5.3 A final decision is communicated within three business days of receiving all documentation.
- 5.4 Recipients of emergency loans sign a repayment agreement.
- 5.5 Approved funds are issued via electronic funds transfer (EFT).
- 5.6 Students are offered access or referrals to additional internal and external support services where appropriate.

Original Copy Signed

Nancy Brown
Vice-President, Academic and Provost
Date: April 8, 2026

Additional Information	Location
SD 3.0 Student Financial Aid and Awards Policy	MHC Website/Policy & Procedure SharePoint
Emergency Funding Application Form	Registrar's Office
Emergency Funding Rubric	Registrar's Office