



## 2018/19 Apprenticeship Enrolment

### REGISTRATION and TUITION PAYMENT

Apprentice students register with the MyTradesSecrets website at <https://tradesecrets.alberta.ca/>. Students start by clicking "Access Online Services", the "Access Profile", and finally select a class for which they are eligible ensuring that Medicine Hat College is listed as the Training Provider.

Students who select a class/period offered through Medicine Hat College will be transferred to the Medicine Hat College registration portal where they will complete the process (seat will hold for approximately 30 minutes).

There is a non-refundable registration deposit of \$100 paid via credit card or online debit as part of the registration process.

### CONTACT

Prospective Students: 403-529-3819, [info@mhc.ab.ca](mailto:info@mhc.ab.ca)  
Apprentice Line: 403-529-3845, [registration@mhc.ab.ca](mailto:registration@mhc.ab.ca)  
Fax: 403-504-3521

Address: 299 College Drive SE  
Medicine Hat, Alberta T1A 3Y6

### 2018/19 TUITION AND FEES

Tuition is due two weeks prior to the first day of class. Payment options are listed at <http://www.mhc.ab.ca/payment>.

NOTE: Medicine Hat College does not take credit card for tuition fees. Please check our website for options, or links to 3<sup>rd</sup> party providers if credit card is preferred. Please read the costs of using a 3<sup>rd</sup> party provider carefully.

	4 weeks	8 weeks	12 weeks
Tuition	\$392.00	\$784.00	\$1176.00
Consumable Fee	\$67.00	\$67.00	\$67.00
Student Association	\$24.80	\$65.10	\$111.60
<b>TOTAL COSTS</b>	<b>\$483.80</b>	<b>\$916.10</b>	<b>\$1354.60</b>

### WAITLIST

Students who find the course/period they require full have an opportunity to waitlist for their desired class through the MyTradesSecret Portal in conjunction with Medicine Hat College. When space becomes available, we will connect with you via email, or text if that communication method is selected in the registration process.

### SPONSORSHIP

Apprentices who anticipate their fees paid by their employer should connect with their sponsor directly to determine how they will pay their \$100 deposit at the time of registration or if they will be reimbursed as part of the employer sponsorship process.

### REFUNDS

Students who drop classes between registration and the end of the first day of classes will be given a refund minus the non-refundable registration deposit.

### PARKING

Campus parking permits are available for purchase at the College Bookstore for a variety of lot types and durations. Daily parking is available at a rate of \$4.00/day

### RESIDENCE

Residence accommodations are available for trades students. Students should be aware of their needs and connect directly with student residence at 403-529-3820 to check for availability prior to submitting an application.

Online applications can be made at the following link:  
<https://www2.mhc.ab.ca/Payment/StudentHousing/>