

COAHEC Housing Policy Flow Chart for Extended Away Clinical Rotations

(Clinical rotation greater than or equal to 120 days and less than or equal to 180 days in duration.)

Eligibility: Anschutz Medical Campus (AMC) health professions' students on clinical away rotations are eligible. LIC rotations**, Residents, paid interns, and pre-health students **are not** eligible for Colorado AHEC (COAHEC) housing. Housing cannot be an AMC health professions' student's primary residence.

** All Hybrid LIC clerkships housing during the 2022 academic year will be based on decision by the School of Medicine SOM. The SOM may either refer to and follow the extended rotation policy (in which students are eligible for COAHEC arranged housing and the SOM then pays for the housing for the first 2 months and month to month thereafter) or the SOM may decide to follow the LIC housing policy (in which students find their own housing and are not reimbursed).

Rotation submitted to COAHEC program office (PO) by program coordinators (PC) **>60** days before rotation begins. Within 0-2 business days of submission, an email is sent by COAHEC PO to the AMC student and AMC School program coordinator (PC). PC should verify that the information in the email is correct for the rotation. If any information is not correct, (PC) notifies COAHEC PO at coahechousing@cuanschutz.edu. 1-7 days later: AMC student responds and enters their request. COAHEC PO, AMC 1-59 days later: AMC student responds and enters their request, COAHEC PO, AMC school coordinator, AMC student, COAHEC Regional Center (RC) get instant school coordinator, AMC student, COAHEC Regional Center (RC) get instant notification validating housing request via email. notification validating housing request via email. Student requests COAHEC arranged housing Student requests Student Found Housing for extended away rotations for Extended away rotations Within 1-2 business days of housing request, COAHEC RC contacts student via email Within 1-2 business days of housing request, COAHEC PO contacts student via email or phone to confirm student's request. to confirm student's request. ≥ 45 days prior to rotation start date COAHEC RC will begin to secure housing. **Student Begins Rotation** COAHEC RC secures housing and notifies student via email. Student has 7 days to 1 Week before the end of their rotation, students will receive a Postrespond. Housing survey from COAHEC PO Student declines without Student fails to Student declines respond or Accepts housing with valid cause or after 7 days of 0-45 days after rotation end date: The Last calendar day of each month of housing notification housing cause AMC student submits the official housing: AMC student may submit COAHEC rent receipt form to official COAHEC Rent Receipt form to coahechousing@cuanschutz.edu for coahechousing@cuanschutz.edu for COAHEC arranged Student is eligible for Student is not eligible reimbursement. reimbursement for that month. housing is considered student found housing for housing confirmed for extended rotation reimbursement reimbursement AMC students may contact COAHEC PO at coahechousing@cuanschutz.edu if they have not received reimbursement check 4-6 weeks after submission. AMC students will not be reimbursed if any of the following apply: **Student Begins Rotation** AMC student submits the official COAHEC rent receipt form for reimbursement >46 days after

COAHEC's payment contract includes one night prior to the rotation and every night of the rotation. AMC Schools are invoiced quarterly.

1 Week before the end of their rotation, students will receive a Post-

Housing survey from COAHEC PO

rotation end date.

· AMC student resides with immediate family members e.g., parents or siblings during their

AMC student resides in primary or secondary residence during rotation.