

## Oregon AHEC Scholars Program Housing Reimbursement Procedure

### Purpose

To support housing expenses for **away rotations** at AHEC approved team-based rural and/or underserved sites to meet the AHEC Scholars requirement for 40 hours of experiential learning.

### Allocation

The funding pool for housing reimbursement each year is a fixed amount. This amount will be divided by the total student enrollment number once enrollment is finalized in September of each year. This means the **amount each student or program is eligible to receive for qualifying housing reimbursement may change from year to year**, depending on the number of students enrolled in the program.

*Estimated reimbursement per student for the 18/19 academic year will be \$500.*

### Distribution of Funds

- If qualifying housing is **paid by the student**: the student will be reimbursed directly, up to the maximum amount for the given academic year.
- If qualifying housing is **paid by the school or program**: the program will be reimbursed directly, up to the maximum amount for the given academic year.
- If qualifying housing does not result in a cost to the student or the student's program, no reimbursement will be provided. The funds will remain in the housing pool, to be utilized in the following academic year. Examples include OHSU Campus for Rural Health housing, other community-supported housing or private housing such as with a family member or friend.

### Housing Reimbursement Qualification

1. Student must be on a school/program approved clinical rotation.
2. The AHEC Scholars clinical rotation must be approved by Oregon AHEC prior to the start of the first day.
3. Qualifying sites must be at a team-based site in a rural or urban underserved area, as defined in the AHEC Scholars Overview document.

### Reimbursement

Reimbursement requests will not be processed until September 1<sup>st</sup> of each year, after allocation has been determined for the given academic year.

Student or program will need to submit the following to the Oregon AHEC Program Office:

1. Completed Oregon AHEC Housing Reimbursement form.
2. A copy of the paid rental receipt.

Once the Oregon AHEC Program Office confirms that the reimbursement request meets the qualifications, payment will be made on a standard 30 days policy. If at OHSU, the school/program may work directly with the AHEC Program Office for reimbursement.