**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).**

COAHEC Housing Policy Flow Chart for **Away Clinical Rotations**

1. **Rotation submitted to COAHEC program office (PO) by AMC program coordinators (PC) ≥42 days before rotation begins.**

2. 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.

3. 1-7 days later: AMC student responds and enters their request. COAHEC PO, PC, AMC student, COAHEC Regional Center (RC) get instant notification validating housing request via email.

4. **Student requests COAHEC arranged housing**

   - Within 1-2 business days of housing request, COAHEC RC contacts student via email to confirm student’s request.
   - >21 days prior to rotation start date: COAHEC RC will begin to secure housing.
   - COAHEC RC secures housing and notifies student via email. Student has 3 days to respond.

   - Student fails to respond or accepts housing:
     - COAHEC arranged housing is confirmed

   - Student declines housing with valid cause:
     - Student is eligible for student found housing reimbursement

   - Student declines without cause or after 3 days of housing notification:
     - Student is not eligible for housing reimbursement

5. **Student begins rotation**

6. 1 Week before the end of their rotation, students will receive a Post-Housing survey from COAHEC PO.

   - 0-45 days after rotation end-date: The AMC student submits the official COAHEC rent receipt form to coahechousing@cuanschutz.edu for 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:
     - AMC student submits the official COAHEC rent receipt form for reimbursement ≥ 46 days after rotation end date.
     - AMC student resides with immediate family members e.g., parents or siblings during their rotation.
     - AMC student resides in primary or secondary residence during rotation.

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