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## **Foothills Area Health Education Center Policies and Procedures**

**SUBJECT:** Health Profession Student Clinical Rotation Travel Support

**EFFECTIVE DATE:** April 2023

**APPROVED BY:** Missy Lochstampfor, Director

### **PURPOSE:**

The following information outlines the procedures to be followed regarding travel support to health profession students completing clinical training in the 31-county service area of Foothills AHEC. The purpose of this clinical training support is to relieve some of the costs students incur while performing clinical rotations in our service area remote from their academic campus and/or their current address. This policy is subject to change without notice based on the availability of funds.

### **Policy:**

1. The student is eligible for travel support if they are traveling to a clinical training rotation site outside of the county where their educational institution/home campus or current address is located and at least 25 miles from their educational institution/home campus or from their current address, as indicated on their form.
2. The clinical training rotation site must be located in one of the 31 counties in our region: Banks, Barrow, Clarke, Columbia, Elbert, Franklin, Glascock, Greene, Gwinnett, Habersham, Hall, Hart, Jackson, Lincoln, Lumpkin, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Rabun, Richmond, Stephens, Taliaferro, Towns, Union, Walton, Warren, White, and Wilkes.
3. For a clinical rotation lasting 20 days or more, the travel support will be in the amount of \$100 per completed rotation. For a clinical rotation lasting less than 20 days, the travel support will be in the amount of \$50 per completed rotation. Rotation must be a minimum of 8 days to be eligible for travel support.
4. Students receiving housing support are not eligible for travel support.
5. A student will be granted travel support from Foothills AHEC in the amount of no more than \$200 per academic year.
6. The student must attend an in-state Georgia school to be eligible for travel support.

### **Procedures:**

1. It is the student's responsibility to apply for this assistance within 30 days following the completion of the rotation using the Statewide AHEC Support Form.
2. Academic programs may not submit the form on the student's behalf.
3. The completed Statewide AHEC Support Form should be emailed to Leslie Preveaux, the Student Support Coordinator ([Leslie.preveaux@nghs.com](mailto:Leslie.preveaux@nghs.com)).