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

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

**EFFECTIVE DATE:** May 2019

**APPROVED BY:** Sheila Griffin, 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 the academic campus. 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 outside of the county where their educational institution/home campus is located and at least 25 miles from the educational institution/home campus.
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 \$50 per completed rotation. For a clinical rotation lasting less than 20 days, the travel support will be in the amount of \$25 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. 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. "Statewide AHEC Support Form" should be faxed or emailed to:  
Foothills AHEC, Attn: Preceptor Coordinator