

NOTE

To sign electronically and depending on your Acrobat version, you may have to download file to your computer, then open file from its new location.



Georgia Statewide Area Health Education Center (AHEC) Network 2023-2024 Student Housing Agreement

The Georgia Statewide Area Health Education Center (AHEC) Network partners with health professional educational programs to provide support to students completing community-based education rotations away from campus locations. This support includes free of charge housing in AHEC regions in Georgia (housing not provided in SPCC-Atlanta AHEC region). **It is important for all students to understand that AHEC housing is a privilege and not a right.** All housing rules and regulations are expected to always be followed and noncompliance may result in expulsion. Housing provisions vary by location. The housing provisions, rules and responsibilities included are intended to address many, but not all infractions and can be amended to address future issues associated with not respecting the property and its inhabitants. Please refer to the AHEC web pages for more information regarding specific AHEC regions and requirements:

www.augusta.edu/ahec/about.php#locations

Requirements for Reserving AHEC Housing:

1. Students should not rely on the school/program to reserve AHEC housing. Students are responsible for requesting, reserving, and confirming AHEC housing for each off-campus rotation. AHEC housing is not guaranteed but available on a first-come, first-serve basis.
2. If housing is no longer needed due to rotation cancellation or other circumstances, housing cancellations must be immediately communicated to the AHEC by the student.
3. Housing cancellations must be done 30 days prior to the scheduled rotation date. Students that do not cancel more than 30 days prior to the rotation start date will be charged a \$200 housing fine and risk forfeiture of future use of AHEC housing. All fines assessed are reported to the school/program. Fines are not applied to schedule changes approved or coordinated through the school/program.

Rules for AHEC Housing:

1. **ROOMMATE:** AHEC housing is shared with other health professional students from Georgia. You should anticipate co-ed housing and a roommate. Roommate requests are not accepted.
2. **ROOM ASSIGNMENT:** All room assignments are based on student information and rotations dates provided by the school and student. **Students are not permitted to move rooms under any circumstances** or without permission from the regional AHEC.
3. **FURNITURE/FURNISHINGS:** Students should not rearrange the furniture or hang anything on the walls while in AHEC housing. **Fees will be charged to all residents** in the AHEC housing unit for removal, damage or tampering with any furnishings, appliances, housewares, and other contents of the AHEC housing unit.
4. **PETS:** No pets are allowed in AHEC housing. Feral animals around AHEC housing should not be fed or brought into the AHEC housing as they can cause flea or pest infestations.
5. **KEYS:** Housing keys are not to be duplicated. Passcodes should never be shared. AHEC housing should be locked and always secured. Failure to return housing key(s) will result in a fine. Fines will be assessed (time

and mileage for AHEC staff) if being locked out of a house and/or room results in someone being dispatched to unlock it.

6. **FOOD:** All food must be closed and sealed. Label all food in refrigerators and common areas. Failure will result in cleaning service discarding unlabeled or left out/open food.
7. **CLEANING:**
 - 1) All AHEC housing units are professionally cleaned on a regular basis and can occur while you are in the housing. Students are notified of housing cleaning schedules (schedules vary by housing location). **Students should never cancel or ask the cleaning service to come back at another time.** Dishes should be removed from the sink area, dishwasher loaded, and personal items put away in all areas of the housing for cleaning services.
 - 2) Each resident is responsible for cleaning their dishes and the common areas. All residents are responsible for regular trash removal. Fines are assessed to all residents at the time of infraction.
8. **TRASH: Take out trash as soon as possible.** Do not allow trash to pile up or overflow as it can attract bugs and rodents. Follow AHEC housing rules as to where trash should be taken and schedule if receptacles are to be taken to curb areas, etc. Fees will be added to all residents of a housing unit if trash is not taken out or left behind after check-out. Check the information posted in the housing for house-specific details and information.
9. **PEST CONTROL:** Pest control is completed on a routine basis in all AHEC housing units. Expenses associated with unscheduled pest control visits, if a result of not following the FOOD, CLEANING, PET and TRASH rules may be **assessed to all residents of a housing unit** at the time of the infraction.
10. **MAINTENANCE:** Report all issues with appliances, HVAC systems, utilities, water leaks, broken items of anything in need of replacement and/or repair to the regional AHEC housing coordinator and/or the designated maintenance person (information provided housing check-in email and posted in in the housing). Notify the AHEC of any notices that are left at the AHEC housing site on the door, etc. related to services such as water, gas, lights, trash, landlord/leasing agent, etc. **Do not report issues to the school or preceptor before addressing them with the regional AHEC.**
11. **PERMISSIONS:** AHEC staff, or an approved housing representative has the right to enter AHEC housing at any time without notice for inspection, maintenance, repairs, inventory and/or cleaning.
12. **OVERNIGHT GUESTS:** Under no circumstances are overnight guests permitted in AHEC housing.
13. **SMOKING/VAPING:** All AHEC housing is “smoke-free” and “drug-free”. Absolutely no smoking, vaping or illegal drugs are allowed at any time.
14. **INTERNET:** Improper use of the internet (for example, illegal downloading of movies, etc.) in AHEC housing is not allowed. Passwords and security questions should not be changed for the provided internet service.
15. **FIREARMS:** No firearms (and other lethal weapons) are permitted in AHEC housing.
16. **PROFESSIONALISM:** Students are expected to be considerate of roommates and neighbors of AHEC housing. Students are expected to act responsibly and exhibit professional behavior.
17. **CHECKOUT:** Upon departure of AHEC housing all food, drinks, and disposable items should be removed from cabinets, refrigerator, bathroom, bedroom, and common areas and put in the outside receptacle. All AHEC items that are used must be left clean and in good condition. All trash should be removed from the housing. Check-out rules and responsibilities vary by site, see details posted in the AHEC housing and within your housing check-in email.

Acknowledgement and Signature:

- I have read, understand, and agree to adhere to the GA Statewide AHEC Housing Agreement as well as the regional AHEC housing guidelines and rules provided at all individual housing locations.
- I have read and understand that AHEC housing must be cancelled 30 days prior to the scheduled rotation date, or I will be charged a \$200 housing fine and risk forfeiture of future use of AHEC housing.
- I understand that the AHEC will report any failure to adhere to the AHEC Housing Agreement and individual location guidelines and rules to the program dean or other school officials deemed appropriate.
- I understand that the AHEC will report any failure to pay any fines related to the cancellation or misuse of AHEC housing to all regional AHEC Centers and other school officials deemed appropriate which may result in a hold on my academic records and loss of use of future AHEC housing.

Student Name (please print)

Student Signature

Date

By checking this box, I am providing my electronic signature and agreeing to all the information entered above. *(Please enter name and date on signature and date lines above)*

