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## 1. GENERAL

Third- and fourth-year medical students are paired with a preceptor in their clinical rotations by the Clinical Education department. Most of the clinical rotations are located within a 75-mile radius of the regional hub with an optimum variety of clinical experiences and delivery systems with patients that represent a myriad of health and disease needs.

If the assigned core, surgery selective, medicine selective, or women's health selective rotation is outside of the 75-mile radius of a student's regional hub the hotel will be booked and paid for by the Clinical Education department. The College will not pay housing/hotel for any rotations that a student elects to complete outside of their assigned region. This policy outlines the details and procedures for student housing outside their assigned region for all required rotations.

## 2. DESCRIPTION

- 2.1. The standard for housing provided by Clinical Education will be a hotel with a kitchenette, mini-refrigerator, and on-site laundry.
- 2.2. The check-in date is one day before the rotation starts and the check-out date is one day after the rotation ends.
- 2.3. If there is not a hotel at the location of the clinical site that meets all requirements, then a reservation will be made at the next best hotel option.

## 3. PROCEDURE

- 3.1. The Regional Clinical Coordinator completes the Student Housing Request Form for any student with a core, surgery selective, medicine selective, or women's health selective rotation outside their assigned region.
- 3.2. The administrative coordinator completes the following tasks:
  - 3.2.1. Obtains the Student Clinical Housing Acknowledgement Form
  - 3.2.2. Makes the hotel reservation.
  - 3.2.3. Notifies the student and regional coordinator via email of the hotel, address, and attaches the Hotel State Exemption Form.
  - 3.2.4. Provides the hotel with a credit card authorization form prior to the student's check-in date.
- 3.3. The student will provide the hotel with the completed Hotel Tax Exemption Form at check-in.
- 3.4. During check-out, the student is responsible for the following:
  - 3.4.1. Ensuring the hotel state tax is not on the receipt.
  - 3.4.2. Within the first 5 days after check-out, provide a copy of the final, fully itemized hotel receipt to [comhousing@shsu.edu](mailto:comhousing@shsu.edu).
- 3.5. The student will complete The [Clery Act Form](#) after their stay.