**Dear Student Member, January 2022**

**On behalf of the Board and the Connecticut Association of Healthcare Executives we want to thank you for your interest in becoming a Student Associate in the American College of Healthcare Executives. Being a student member in ACHE and CTAHE is a great way to jump start your journey through healthcare administration. CTAHE is a chapter which is passionate about ensuring you get everything your student membership provides. We want to get you engaged and help you become an active and contributing member within our chapter.**

**Since you are seeking reimbursement, we want to inform you of some of the stipulations to getting reimbursed. Should you choose to move forward and get your membership fees reimbursed, you will first need to list a Connecticut address when signing up, you will also be required to serve on one of our eight committees, attend monthly meetings, and be a contributing member (please find a listing of the committees on the next page).**

**We appreciate your interest in our chapter and ACHE and look forward to working with you soon.**

**Best,**

**CTAHE Higher Education Network**

**CTAHE Reimbursement Process**

As of January 1st, 2022

**Main Contact(s):** Stephen Liebowitz & Marissa Yulo

**Email:** ctachereimbursement@gmail.com

**Steps to Obtain Reimbursement:**

1. **Student registers for and pay their dues for ACHE Online**
   1. <https://www.ache.org/apps/StuMem.cfm>
   2. This PDF document has a nice front page about benefits of being a Student Associate: <https://www.ache.org/apps/student.pdf> *(However, students should apply electronically, not using the PDF)*
   3. Registration Fee: $75
   4. Registration is for 1 (one) year
2. **Student completes Reimbursement form - including their receipt from ACHE**
   1. Complete information and a $75 membership receipt from ACHE this document is required for reimbursement: <https://drive.google.com/file/d/0B0VFcd2TIkeKaS10QmJWa3hvWFE/view?usp=sharing>
      1. Campus Leader: If you are unable to access this document via link, email [ctachereimbursement@gmail.com](mailto:ctachereimbursement@gmail.com)
   2. NOTE: the reimbursement will go to students Venmo account then student may transfer into their accounts from Venmo.

**Student Notes:**

1. **\*\*Students Commitment for Reimbursement\*\***
   1. **For a student to obtain reimbursement for his/her dues. He/She will be required to serve on one of our committees as a *contributing* member.**
      1. Student will receive a survey of what committee interests them the most
      2. Student will then be placed on such committee and commit to attending all meetings and be a contributing member
      3. If the student is unable to attend a meeting, you will need to provide 24 hours’ notice to the committee co-chair(s) and the co-chair(s) of HEN.
      4. CTAHE Committees: Programs Committee, Membership Committee, Communications Committee, Sponsorship Committee, DE&I Committee, Higher Education Committee, finance and Audit Committee, CT Women’s Forum
2. **Student must sign up for Venmo, if not already a Venmo account holder.**
3. **Campus Leader submits *all* reimbursement forms in ONE email by due dates listed below to:**
   1. [ctachereimbursement@gmail.com](mailto:ctachereimbursement@gmail.com)

**Submission Schedule**

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| **Student Leaders send ONE email by COB\*\*** |
| October 1  November 1  December 1  January 1  February 1  March 1  April 1  May 1  June 1 ( this will be the last day any documentation from FY 21-22) |

\*\*COB = Close of Business, 5:00 PM