



West Central Missouri AHEC ACES Participation Agreement

This agreement is made and entered into by West Central Missouri Area Health Education Center (AHEC), hosted and located at Greater KC LINC, Inc., 3100 Broadway, Suite 1100, KCMO 64111, _____ (Student) and _____ (Parent/Guardian) in order to provide health career preparation programming offered through the AHEC Career Enhancement Scholars (ACES) program. Services under this agreement are for the benefit of participating in the ACES Tier One level programming. This agreement is entered into _____ and will expire on _____, _____ 2013.

Program Fees and Payment Policy

The cost to participate is \$500 per Tier level. Students are asked to pay \$200 to participate in each Tier. A registration fee of \$60 and participation in the "Jumpstart your health career" workshop is required for students interested in enrolling in the AHEC Career Enhancement Scholars (ACES) program. Students may participate in the Jumpstart workshop without having to enroll in the ACES program; however students that do enroll in the ACES program may apply the \$60 to the balance of their Tier One fee of \$500.

- Each Tier is designed to take approximately one year to complete.
- Upon enrollment, families will be given a statement confirming their monthly fee amounts and due dates.
- Failure to submit a monthly payment or make payment arrangements for two consecutive months will result in suspension from the program until payment in current.
- Failure to submit a monthly payment for three consecutive months will result in dismissal from the program.
- Return check fees may be assessed and an alternative form of payment may be required.
- Parents are encouraged to talk with AHEC staff to identify alternatives if payments are past due and parents are unable to remain current.
- If payment installments are requested, the remaining balance of \$440 (\$500 minus the \$60 workshop registration fee) will be divided into eight equal payments of \$55 due each consecutive month the student is enrolled, until the balance is paid in full.

Check or money order should be made out to: West Central Missouri AHEC.

Payments should be mailed to: West Central Missouri AHEC, c/o Greater KC LINC, Inc., 3100 Broadway, Suite 1100, Kansas City, MO 64111

Discounts and Tuition Assistance

A limited number of scholarships are available to students who qualify for free/reduced lunch through their school. Parents must submit a copy of the letter received from the school proving they qualify for free/reduced lunch. It is the parent's responsibility to apply for free/reduced lunch status at the beginning of each school year.

Families that do not qualify for free/reduced lunch but have unique circumstances may also request tuition assistance and may be considered on an individual basis. Letters documenting circumstances must accompany the application.

ACES students may receive a \$25 credit towards their tuition by referring friends. Friends must attend a Jumpstart and enroll in the ACES program for the referral fee to be granted. Referral fees in excess of the student's balance may be used for future tuition, attending additional workshops or additional online modules and are not good for cash refunds.

Families enrolling more than one child do not qualify for the referral fee for the second child, but do qualify for the larger family discount. The family discount applies to Jumpstart Fees and tuition for each student enrolled as noted below:

<u>Number of children</u>	<u>Jumpstart Fee</u>	<u>Tier One Fee/child</u>
1	\$60	\$500
2+	\$50	\$450

Families paying the entire balance at the beginning of the program will receive a 5% discount on the full tuition amount. Students with scholarship/price reduction are not eligible to receive the 5% discount due to already reduced pricing.

Early Withdrawal

Students and parents are agreeing to complete Tier One programming and Tuition payments. Students wishing to discontinue the ACES program after completing Tier One are under no obligation to continue. Because of the nature of the ACES program, fees are non-refundable and early withdraw will result in students/parents still accountable for full tuition.

Tier One Participation

ACES offers three Tier Levels of programming for students. Requirements for Tier One must be complete before transitioning to Tier Two programming. Students enrolled in Tier One programming will receive:

- Five (5) AHEC workshops (including the Jumpstart Workshop);
- Access to five (5) online education modules;
- Portfolio workbook;
- Scheduled Individual Career Planning (ICP) session between parent, staff and student.

As part of Tier 1 requirements, in addition to the bulleted items listed above, the student also agrees to complete:

- Entries in their Reflection Journal following participation in workshops and volunteering/job shadowing experiences.
- A minimum of 8 hours of shadowing health professionals and/or volunteering in a health facility including but not limited to hospitals, clinics, nursing homes, or non-profit organizations that offer health-related services to the community. Students should have their volunteer facilities "pre-approved" by AHEC staff to eliminate confusion on what qualifies. Students that have already acquired job shadowing and/or volunteering in health facilities may apply hours to their ACES requirements provided the hours were completed AFTER August 1st of their current academic year in school.

Students have twelve (12) months from the start of this agreement to complete Tier One level programming. At the end of the twelve month period, students actively participating in the ACES program may request an additional three months if needed to complete Tier One.

Active participation in ACES involves attending workshops, regularly signing into HealthCenter 21 to complete online modules, communicating regularly with AHEC staff via phone calls, email, or Facebook messages; submitting volunteer and/or shadowing forms; and submitting Reflection Journal entries regularly. Students not fully participating during the 12 months may not be granted additional months

