

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2010-2	Date Established: May 31, 2010	
		Date Revised:	
Reference:	BOD Meeting	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	ELIGIBILITY FOR STUDENT MEMBERSHIP CATEGORY AND STUDENT REGISTRATION AT THE ACHA ANNUAL MEETING
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BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
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Purpose:	To set forth a clear and concise policy on the eligibility of individuals for the <i>Student</i> membership category that is set forth in the ACHA bylaws and the eligibility of individuals to register at the <i>Student</i> rate for attendance at the ACHA annual meeting.
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Policy:	<p>The spirit/intent of the ACHA bylaws for granting <i>students</i> with a discounted rate for membership is to lessen the financial burden on <i>students</i> who are generally acknowledged to have limited financial support or resources. That purpose also extends to the structuring of ACHA annual meeting registration fees.</p> <p>Given that intent, the ACHA national office shall process, accept and approve <i>Student</i> membership applications or renewals, and/or annual meeting registration requests for the <i>Student</i> registration rate, only for individuals who are bona fide <i>students</i> at an institution of higher education; such <i>students</i> being those who are truly enrolled in a degree granting curriculum of course work, and otherwise not gainfully employed or compensated to any substantial degree that would reasonably negate the expectation of discounted dues or fees.</p> <p>While this policy cannot possibly cover all instances of asserted <i>student</i> status, the following are examples (not all inclusive) of situations wherein <i>Student</i> membership or registration shall not be permitted:</p> <p>Example #1 An individual possesses one or more undergraduate, advanced, or professional degrees and is gainfully employed or otherwise substantially compensated in work</p>
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	<p>attendant to the degree(s), but is also enrolled in one or more courses at an institution of higher education;</p> <p>Example #2 An individual who has presented her/himself as a professional in program submissions, but is also enrolled in one or more courses at an institution of higher education.</p>
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Procedure:	<p>The national office staff shall determine the eligibility for <i>student</i> membership dues, and/or the <i>student</i> annual meeting registration rate at the time of membership application or renewal, or request for registration at the annual meeting.</p> <p>Such eligibility shall be determined in consonance with the intent of the ACHA bylaws to lessen the financial burden on bona fide <i>students</i> who are generally acknowledged to have limited financial support or resources.</p> <p>The determinations made by the national office shall generally stand as the final determination, except in extraordinary cases wherein the prospective member or meeting attendee formally appeals the decision via a letter or email to the ACHA Executive Director's office fully explaining:</p> <ul style="list-style-type: none"> • the rationale for the requested <i>student</i> status • the nature of the financial hardship similar to that generally acknowledged for a bona fide <i>student</i> • an assessment of the unique nature of the case in question such that it's approval would not be precedent setting <p>Such appeals shall be reviewed by the ACHA Executive Committee for final determination regarding eligibility for <i>student</i> status.</p>
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Resources:	National Office	Volunteer
Human:	Executive Director Director, Member Programs and Services Director, Finance and Administration Membership Coordinator	ACHA Executive Committee
Financial:		
Other:		