



Make Willowbrook Woods your home away from home!



**ALLEGANY
COLLEGE**
— of —
MARYLAND

WILLOWBROOK WOODS STUDENT HOUSING COMPLEX

at ALLEGANY COLLEGE *of* MARYLAND'S
CUMBERLAND CAMPUS

APPLICATION PACKET

12401 Willowbrook Rd, SE, Cumberland, MD 21502 | PHONE: 301-784-5368 | FAX: 301-784-5068 | www.allegany.edu

Email: willowbrookwoods@allegany.edu

WILLOWBROOK WOODS STUDENT HOUSING COMPLEX

at ALLEGANY COLLEGE of MARYLAND'S CUMBERLAND CAMPUS

COSTS:

APPLICATION FEE: \$50

Late applications (received 8/1 or after) = \$100

- Applications received in this period will be reviewed as time permits.
For timely processing of your application, it should be received by 7/31.

Spring ONLY Applications: \$50

Late applications (received 12/1 or after) = \$100

- Applications received in this period will be reviewed as time permits.

APPLICATION FEES CAN BE PAID BY CONTACTING THE
BUSINESS OFFICE MONDAY THROUGH FRIDAY BETWEEN
8:30 AM AND 4:00 PM AT 301-784-5227.

Application fees are non-refundable.

Application fee waivers are not accepted. Application fees may not
be paid using financial aid funds. Housing is not guaranteed.

ANTICIPATED HOUSING FEES DUE FOR CONTRACT PERIOD:

Fall/Spring Housing Fees: \$6,500.00 (See Financial Approval Process)

* These rates are pending final approval and are *anticipated* amounts at publication.

Housing fees do not include the following items to be supplied by the student/
guarantor: telephone, cable, transportation, medical care, food, and other personal
expenses.

Spring ONLY Housing Fees: \$3,250

LATE FEES: There will be a \$50 Late Fee added to any outstanding balances on
November 15th for the Fall Semester and April 15th for the Spring Semester.

SECURITY DEPOSIT: \$400.00

Security deposit is due only if you are offered a contract.

Security deposits may not be paid using financial aid funds.

Security deposits are forfeited if the student fails to satisfy the full
contract for any reason.

Any available balance on security deposits will be applied
against any damages, fines, and/or outstanding housing fees.

CONTRACT PERIOD*:

Contracts are for the Fall & Spring Semesters or Spring Semester only.

* Exceptions: Thanksgiving, Winter, Spring & Spring Holiday Breaks
(dates to be determined).

Any request to occupy Willowbrook Woods outside of the standard contract
period will be considered via a different application/contracting process.

APPLICATION INFORMATION:

Applicants must already be accepted to the College.

Applicants must have a Guarantor.

- Functions as a co-signer
- Guarantees payment of all housing fees
- Responsible for ensuring student has money
for living expenses
- Responsible for ensuring student checks out of housing
when required.

Applicants who are not offered housing contracts will need to decide
whether to seek off-campus housing or to withdraw from the College
before the first day of classes.

RESIDENT POPULATION:

All students are expected to be full-time, degree-seeking students.
Willowbrook Woods is a highly diverse living & learning community.
Residents are selected based upon a variety of factors: overall quality
of application, academic program or major, timeliness of application,
criminal and/or disciplinary record (if any), quality of interactions with
staff members, and more. Allegany College of Maryland does not
discriminate against students or prospective students for reasons of
race, sex, color, religion, national/ethnic origin, age, veteran status,
conditions of disability, or sexual orientation. Our commitment to
fairness applies to applications, contracting, room assignments,
programming, support, rule enforcement, or any other aspect of
residence life.

**Residents should be 18 years of age at move-in;
applicants who will not be 18 years of age at
move-in must sign a Waiver & Consent at the end
of the application packet.**

Willowbrook Woods is compliant with ADA and received certification when they were built in 2000-2001. Several first floor apartments are wheelchair adaptable;
contact the Office of Academic Access & Disability Resources for more details on accessing accommodations on campus.

At this time, housing is not available for couples or for individuals with children.



Kitchen



Living Room



Bedroom

ROOM AMENITIES:

Each apartment has the following furniture and equipment:

Kitchen (8' x 10'):

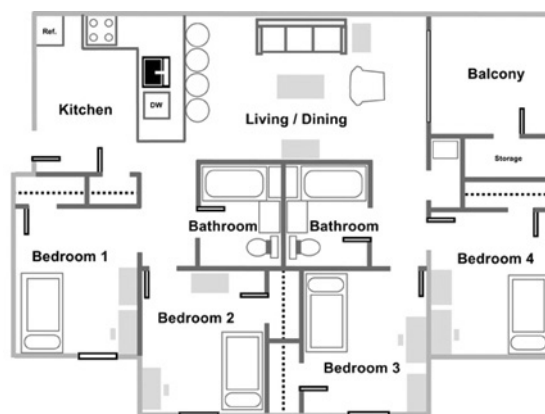
- Full Refrigerator
- Stove with an Oven
- Microwave
- 4 Stools for the Breakfast Bar
- Pantry Closet
- Dishwasher

Living Room (23' x 11'):

- 3-Seat Sofa
- 1-Seat Chair
- Coffee Table
- T.V. Stand
- End Table
- Vertical Blinds for the Sliding Glass Door

Bathroom (7' x 7')*:

- Bath/Shower
- Sink with a cabinet underneath
- Mirror/Medicine Cabinet
- Toilet



Bedrooms (9' x 11'):

- Single (regular twin) Bed
- 4-Drawer Dresser
- Computer Desk
- Desk Chair
- Closet with a suspended shelf/hanging rod
- Mini blinds for the window

Balcony (8.5' x 8.5'):

- Storage closet – suggested for boxes and non-valuable items
- Balcony Light

Willowbrook Woods' Housing Guide and Allegany College of Maryland's Student Handbook contain detailed information about both student housing and the College; we encourage applicants and parents to review these documents online at www.allegany.edu. Please note that if you are offered a contract, you will certify that you are aware of these documents and agree to follow all rules, terms, and regulations. A virtual tour is also available at www.allegany.edu/student-housing

CONTACT INFORMATION:

Application and General Information: 301-784-5368 | Application Fees and Housing Payments: 301-784-5227
Website: www.allegany.edu | Email: willowbrookwoods@allegany.edu

APPLICATION PROCESS

1 STEP ONE: GETTING STARTED AT ACM AND WILLOWBROOK WOODS:

- ✓ Apply to Allegany College of Maryland, be accepted, and set-up your student email account (checking it regularly). All correspondence will utilize this email address.
- ✓ Apply for financial aid and make sure your financial aid file is complete.
- ✓ Applicants are strongly encouraged register for classes (minimum 12 credits) as soon as possible to aid in the Financial Review of the application (Step 4).
- ✓ Read Willowbrook Woods Application Packet in its entirety.
- ✓ Print and Submit pages 8-16 of Willowbrook Woods Application.

2 STEP TWO: COMPLETED WILLOWBROOK WOODS APPLICATION:

For your application to be considered, it must be complete. All these items are required:

- ✓ **Application Fees** (this fee is non-refundable and waivers aren't accepted)

- **Fall Application Fee**

- Standard \$50: Applications received by July 31st
- Late \$100: Applications received after July 31st

- **Spring Application Fee**

- Standard \$50: Applications received by November 30th
- Late \$100: Applications received after November 30th

- ✓ **Information Sheet**
- ✓ **Roommate Matching Form**
- ✓ **Expectations Sheet**
- ✓ **COVID Information and Record**
- ✓ **Meningococcal Vaccine Form**
- ✓ **Emergency Information Form**
- ✓ **Under 18 Waiver and Consent** (if not 18 by move-in)

The application will NOT be processed until it is complete.

(Applicant will be notified via student email [i.e., student@student.allegany.edu].)

Submit all application materials to: willowbrookwoods@allegany.edu, fax to 301-784-5068 or send to Willowbrook Woods, 12401 Willowbrook Road SE, Cumberland, MD 21502-2596

Past residents should determine if they are eligible to return before submitting an application.

Applications from any person who is on the No Trespassing list will be denied.

Email willowbrookwoods @allegany.edu or call (301) 784-5368 if you have questions or need information about how to complete/submit the application.

3 STEP THREE: QUALITATIVE REVIEW:

After the application is complete, Residence Life Staff reviews the application and assesses if the applicant would be a welcome addition to the living and learning community of Willowbrook Woods. This determination is made based on the overall quality of the application including factors such as program/major, compliance with expectations, criminal/disciplinary background, quality of interactions with staff, ability to demonstrate independent living, ability to follow directions and be engaged in the application and housing process, and more. Campus Safety/Special Police also reviews the application and conducts a public court records search. If a criminal history is disclosed or found during this review, the application must submit additional information. Residence Life Staff can advance, advance with conditions or deny an application. You will be notified via email. If Residence Life approves your application, it will be advanced to the College's Finance Department for financial approval (Step Four).

4 STEP FOUR: FINANCIAL APPROVAL:

This can be the longest step in the application review process. You cannot be offered a Student Housing Contract unless/until you are financially approved. IF you are financially approved, you will be sent an email indicating whether you are approved on financial aid, credit (based on your guarantor's credit score) or a combination of both. IF you are approved on credit, you will be responsible for making monthly payments to Willowbrook Woods due on the first of the month. Fall Payments are August thru November and Spring payments are January thru April. Any financial aid you receive will be applied to Willowbrook Woods after your tuition and course fees are paid. You will also need to pay a \$400 security deposit after you are offered a contract.

5 STEP FIVE: CONTRACT:

If you are financially approved, you may* be offered a contract. It will be sent to your student email from willowbrookwoods@allegany.edu . The contract must be signed by the applicant, signed by the guarantor, and returned right away. When we have your signed contract, we will execute the contract; at this point, your space is reserved.

*Late applications will depend on what we have available and when classes begin.

We reserve the right to rescind contract offers under certain circumstances. If we cannot offer a contract or if we rescind the offer, the Business Office will refund the security deposit. If you change your mind and decide not to come, the deposit is forfeited as a cancellation fee. Written notice is required. Contact the Business Office about any eligible refunds. (Call 301-784-5227 or email businessoffice@allegany.edu)

Applicants who are placed on the waiting list will be contacted if we are able to offer a contract.

Remember: A SPACE AT WILLOWBROOK WOODS IS NOT GUARANTEED.

If you are not offered a contract – for any reason, you will need to decide whether to seek off-campus housing or to withdraw from the College before the first day of classes.

Room assignments are made close to the move-in date. Students are notified via email of the assignment unless your application was late or a last minute change of assignment is needed. Room assignments are made based upon the information you provided in your Roommate Matching Form and the community needs. Your room assignment is not guaranteed until your arrival, as changes may occur as necessary.

FREQUENTLY ASKED QUESTIONS

1. If I am offered a contract, when will I find out who my roommates are?

Roommate information will be sent to your student.allegany.edu email after August 1st. We wait until we have all rooms contracted out and then we do roommate matching. We will send you this information as soon as possible.

2. If I am offered a contract, when do I get to move-in?

If you are offered a student housing contract you will receive information on how to schedule your move-in day and time.

3. If I have a criminal record, can I live in Willowbrook Woods?

All applicants to Willowbrook Woods are required to disclose any disciplinary, criminal background, or court orders (including ALL charges/arrests regardless of outcome or pending status) on their applications. Failure to do so could result in your being denied a Student Housing Contract, and/or disciplinary action by the College for false statement. If you have a disciplinary or criminal record, Staff will review the information and decide whether you can be offered a contract. If not, your application will be denied, and you could be banned from Willowbrook Woods.

4. What happens if I am not offered a housing contract?

Consider off-campus options, a courtesy listing is available by contacting Student & Legal Affairs at 301-784-5206. If you choose not to attend ACM, you must withdraw by 4:00pm on the last business day before classes begin. Contact Admissions/Registration at 301-784-5199 for assistance. Failure to withdraw from classes can result in you having a bill for tuition / fees.

5. What do I do if I have a disability?

Willowbrook Woods is fully compliant with the Americans with Disabilities Act and Section 504. Disability accommodations must be requested in the office of Academic Access and Disability Resources. For timely consideration and implementation of approved accommodations, requests should be made in writing no less than two weeks before needed. Call 301-784-5234 or email jbracken@allegany.edu for information.

Please be advised, there is no right to on-campus housing as an accommodation for any disability. Additionally, applicants who are unable to demonstrate the essential functions to live independently may be denied; if an applicant requires a Personal Care Assistant, the PCA will also need to submit the Student Housing Information Sheet (subject to approval) and enter a housing contract – including payment of all housing fees – if the PCA is approved.



W I L L O W B R O O K W O O D S

APPLICATION MATERIALS

All application materials should be received in full by:

JULY 31 FOR FALL SEMESTER
NOVEMBER 30 FOR SPRING SEMESTER

**Applications received after these dates are considered late.*

Application Should be Faxed to 301-784-5068
or emailed to willowbrookwoods@allegany.edu

or can be mailed to Willowbrook Woods Application,
c/o Allegany College of Maryland,
12401 Willowbrook Rd, SE 21502-2596

Please only send the pages between 8 and 16



Dear Student Applicant,

Thank you for your interest in Willowbrook Woods! Residence Life strives to provide a safe, comfortable, and fun living/learning environment conducive to meeting the educational and social needs of all residents. Specifically, we attempt to build a strong community which embraces differences and grows toward independence together. We welcome residents who are dedicated to their educations, respectful, and ready to contribute to the community in positive ways. Residence Life Staff works with residents and other Allegany College of Maryland personnel to provide opportunities for you to flourish. Residence Life Staff is here to help you navigate your collegiate experience, so never hesitate to ask questions!

Before starting the application, please read this important information.

- ♦ the application is designed to help us select the best residents for our community's needs and to help educate the applicant about Willowbrook Woods;
- ♦ the STUDENT should read the entire application packet, which contains valuable information about both the process and the Willowbrook Woods community;
- ♦ **the STUDENT must complete the application– if we suspect that anyone other than the student completed the application, the application could be denied;**
- ♦ the STUDENT is responsible for all the content and for following the application process; and
- ♦ **housing is not guaranteed – please see pages 3 and 4 for a summary of the process.**

We encourage you to submit a thoughtful and complete application; if you skip any content or have someone else do the work for you, we cannot know if you really want to live in Willowbrook Woods and are ready to become a member of our community – where expectations are high & personal responsibility is essential.

If the applicant requires assistance in completing the application due to a disability, the applicant must contact the Office of Academic Access & Disability Resources who will review your documentation and, as appropriate, can arrange for an accommodation. Please be advised there is no right to on-campus housing as an accommodation for any disability. Additionally, applicants who are unable to demonstrate the essential functions to live independently may be denied; if an applicant requires a Personal Care Assistant, the PCA will also need to submit the Student Housing Information Sheet (subject to approval) and enter a housing contract – including payment of all housing fees – if the PCA is approved.

We will communicate with you by your ACM student email address, not Self-Service, be sure to monitor your assigned email address.

We look forward to receiving your application!

Gerry Geil, Director of Residence Life

STUDENT HOUSING INFORMATION SHEET 2023-2024

No agreement, either written or oral, shall be binding unless and to the extent set forth in the contract if one is offered to the applicant. Acceptance of this application by Willowbrook Woods/Allegany College of Maryland does NOT reserve a room. I/We verify that all the information contained in this application packet is true and correct; I/we understand that any omissions or inaccuracies could result in denial of the application, disciplinary action and/or dismissal from housing and the College. I/We agree to the terms and conditions which I/we have read and understand. I/We understand by signing this application, I/we authorize a credit check to be completed on both the applicant and the guarantor since both the applicant and the guarantor will be bound by the contract if one is offered and executed by Willowbrook Woods. Both signatures must be deemed valid and genuine. Notarized signatures may be required upon request. The results of this credit check could determine whether the applicant is offered a contract. Failure to sign and authorize a credit check will result in the application being deemed incomplete.

APPLICANT INFORMATION

<p>① NAME: _____ <small>(FULL LEGAL NAME) LAST FIRST M</small></p> <p>③ DATE OF BIRTH: _____</p> <p>⑤ MAILING ADDRESS: _____ <small>STREET CITY STATE ZIP</small></p> <p>⑥ HOME TELEPHONE: _____</p> <p>⑦ CELL PHONE: _____</p> <p>⑧ Have you ever been charged with a crime or the subject of a court order, either as a juvenile or an adult? (including minor traffic violations – even if the charge was dropped or dismissed?) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please list charges, dates and locations of each incident.</i></p> <p>_____</p> <p>_____</p> <p>I completed this information myself.</p> <p>X _____ <small>APPLICANT'S PRINTED NAME</small></p>	<p>② STUDENT NUMBER: _____</p> <p>④ SOCIAL SECURITY #: _____</p> <p>⑨ Have you ever been disciplined by any college or suspended/expelled by any college for any reason? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please explain.</i></p> <p>_____</p> <p>_____</p> <p>X _____ <small>APPLICANT'S SIGNATURE</small></p>
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GUARANTOR INFORMATION & CREDIT INFORMATION

Every applicant must have a guarantor which functions as a co-signer; applicants may not be their own guarantors. If the applicant is a social services or other agency client, the agency must provide a letter (on agency letterhead) verifying that the agency will pay any costs associated with housing and guarantees payment in full and money for daily living expenses.

<p>① NAME OF GUARANTOR: _____ <small>(FULL LEGAL NAME) LAST FIRST M</small></p> <p>② ADDRESS: _____ <small>STREET CITY STATE ZIP</small></p> <p>③ RELATIONSHIP TO APPLICANT: _____</p> <p>⑤ HOME PHONE: _____</p> <p>⑦ SOCIAL SECURITY #: _____ <small>U.S. RESIDENTS</small></p> <p>⑨ ANNUAL INCOME: _____</p> <p>⑪ DO YOU: <input type="checkbox"/> OWN <input type="checkbox"/> RENT? ⑫ YEARS AT CURRENT RESIDENCE: _____</p> <p>⑬ LIST ANY PRIOR ADDRESSES: _____</p> <p>_____</p>	<p>④ E-MAIL ADDRESS: _____</p> <p>⑥ CELL PHONE: _____</p> <p>⑧ DATE OF BIRTH: _____</p> <p>⑩ DO YOU HAVE A PLAN TO ENSURE THAT THE STUDENT WILL HAVE SUFFICIENT FOOD AND/OR FUNDS TO PURCHASE FOOD FOR THE ENTIRE CONTRACT TERM? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>⑭ X _____ <small>GUARANTOR'S SIGNATURE</small></p>
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ROOMMATE MATCHING FORM

Office of Residence Life | IT IS IMPORTANT THAT THE STUDENT COMPLETE THIS FORM AND ANSWER QUESTIONS HONESTLY.

<p>① Name: _____ (FULL LEGAL NAME) LAST FIRST M</p> <p>③ Preferred Name/Nickname: _____</p> <p>⑤ Cell Phone #: _____</p>	<p>② Student ID Number: _____</p> <p>④ Age: _____</p> <p>⑥ E-mail Address: _____@student.allegany.edu <small>(Per college policy, communication will be via student email.)</small></p>
<p>⑦ Housing Status: <input type="checkbox"/> New Applicant <input type="checkbox"/> Returning Resident</p> <p>⑧ Program or Major (must be degree-seeking): _____</p> <p>⑨ Gender Identity: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender, <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Prefer Not To Disclose _____</p> <p>⑩ If available, I prefer to live in a: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender Neutral apartment. <small>Willowbrook Woods complies with non-discrimination law and strives to be sensitive to all students' needs.</small></p> <p>⑪ Room/Roommate requests (if any): _____ <small>Roommate requests must be mutual. For full consideration for the Fall semester, requests must be received by July 1. Spring assignments are based on available spaces. Requests are honored whenever possible.</small></p>	
<p>If you are offered a contract, disability accommodations must be requested in the Academic Access and Disability Resources; requests must be made in writing no less than two weeks before the requested accommodation is needed. Please be advised there is no right to on-campus housing as an accommodation for any disability. Additionally, applicants who are unable to demonstrate the essential functions to live independently may be denied; if an applicant requires a Personal Care Assistant, the PCA will also need to submit the Student Housing Information Sheet (subject to approval) and enter a housing contract – including payment of all housing fees – if the PCA is approved.</p>	
<p>⑫ Regarding sleeping habits, I: <input type="checkbox"/> Get up early <input type="checkbox"/> Stay up late <input type="checkbox"/> Varies</p> <p>⑬ Regarding sleeping habits, I am a: <input type="checkbox"/> Heavy sleeper <input type="checkbox"/> Light sleeper <input type="checkbox"/> Neither</p> <p>⑭ Regarding room temperature, I prefer: <input type="checkbox"/> A warm room <input type="checkbox"/> A cooler room <input type="checkbox"/> Neither</p> <p>⑮ I consider myself: <input type="checkbox"/> Outgoing <input type="checkbox"/> Quiet <input type="checkbox"/> Neither</p> <p>⑯ I prefer to study: <input type="checkbox"/> In my room/home <input type="checkbox"/> In the library <input type="checkbox"/> Elsewhere on campus</p> <p>⑰ I consider myself: <input type="checkbox"/> Clean person <input type="checkbox"/> Messy person <input type="checkbox"/> In-between</p> <p>⑱ I expect to be in my apartment: <input type="checkbox"/> A majority of the time <input type="checkbox"/> Some of the time <input type="checkbox"/> Will hardly be home</p> <p>⑲ I expect to have guests over: <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Never</p> <p>⑳ I consider myself (check all that apply): <input type="checkbox"/> Spontaneous <input type="checkbox"/> Scheduled <input type="checkbox"/> Emotional/sensitive <input type="checkbox"/> Organized <input type="checkbox"/> Energetic <input type="checkbox"/> Goofy <input type="checkbox"/> Leader <input type="checkbox"/> Intellectual <input type="checkbox"/> Social Butterfly <input type="checkbox"/> Eccentric <input type="checkbox"/> Other: _____ </p>	<p>㉑ I am willing to share (check all that apply): <input type="checkbox"/> Art supplies <input type="checkbox"/> Clothes <input type="checkbox"/> Cleaning supplies <input type="checkbox"/> Toiletries <input type="checkbox"/> Food/Drink <input type="checkbox"/> Electronics <input type="checkbox"/> Kitchen supplies </p> <p>㉒ Do you have a car? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>㉓ I expect: <input type="checkbox"/> To be best friends with my roommates <input type="checkbox"/> To occasionally hang out with my roommates <input type="checkbox"/> To not spend significant time with my roommates </p> <p>㉔ I expect: <input type="checkbox"/> To socialize in the apartment <input type="checkbox"/> To only sleep in the room </p> <p>㉕ While at ACM I plan on being involved in student organizations/clubs: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>㉖ During my time at ACM I plan to be on the following collegiate teams: <input type="checkbox"/> Women's Volleyball <input type="checkbox"/> Women's Soccer <input type="checkbox"/> Men's Basketball <input type="checkbox"/> Baseball <input type="checkbox"/> Women's Basketball <input type="checkbox"/> Men's Soccer <input type="checkbox"/> Cross-Country <input type="checkbox"/> Softball </p> <p>㉗ Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>* Smoking is not permitted anywhere at ACM.</small></p> <p>㉘ Would you be able to live with someone who does smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>PERMISSION TO RELEASE INFORMATION</p> <p>By signing this form,</p> <p><input type="checkbox"/> I am giving permission to release my name and phone number to the individuals assigned as my roommates.</p> <p><input type="checkbox"/> I DO NOT grant permission for my name and contact information to be released to the individuals assigned as my roommates.</p> <p> X X Signature of student Date Signature of guardian (if not yet 18) Date </p>	

COMPLETE AND SUBMIT THIS PAGE → REQUIRED FOR APPLICATION TO BE COMPLETE.

EXPECTATIONS OF APPLICANTS AND RESIDENTS

The application to live in Willowbrook Woods is designed (1) *to help us* get to know you so we can choose the students who will be independent, responsible members of the living/learning community and (2) *to help you* prepare for what it is like here if* you are offered a contract. Read each statement below carefully as you will be held to these standard expectations during and after the application process. We reserve the right to deny a contract to any applicant who demonstrates an inability or unwillingness to meet these expectations.

**Housing is not guaranteed for any applicant.*

ALL STUDENTS MUST KNOW HOW TO:

- ▶ greet people courteously / mind their manners
- ▶ follow directions
- ▶ get themselves up for school/work every day
- ▶ make and follow a budget (see page 17 of the application packet)
- ▶ purchase their own groceries and cook their own meals
- ▶ clean up after themselves and keep their living quarters clean
- ▶ dispose of trash properly
- ▶ do their own laundry
- ▶ care for themselves if they become sick (including how to get to a doctor and get medication)
- ▶ obtain transportation (bus, cab, ride-share) to get where they need to go if they do not have a vehicle or don't drive.

ALL STUDENTS MUST HANDLE SITUATIONS APPROPRIATELY, SPECIFICALLY :

- ▶ you will attend all classes.
- ▶ if you have free time from studying, you will get involved on campus: join student organizations, participate in campus activities, and/or find healthy & fun things to do.
- ▶ you will ask if you have questions or need help.
- ▶ if you disagree with someone or get angry about something, you will try to resolve it peacefully and maturely.
- ▶ if you feel you have been disrespected, stay calm and rise above it.
- ▶ if you hear gossip, you will be supportive of the person being targeted.
- ▶ if someone is making so much noise that you can't sleep or read or hear the TV, you will calmly go speak to that person and ask them to lower the volume.
- ▶ if something is stolen from you, you will report it to the proper authorities – not retaliate or steal it back.
- ▶ if someone is drinking or using drugs in your presence, you will ask them to stop and leave the area. We are a dry, clean, and clear campus.
- ▶ you will **never** put your hands on someone else without their consent.
- ▶ if you See Something, Say Something and if you have information about an incident and/or are asked for help by College Officials, you will cooperate fully. We reject the "snitches gets stitches" mentality!
- ▶ when you meet new people, you will get acquainted in public areas and only invite them into your apartment after they have become trusted friends.
- ▶ you are ready to meet and make friends with people who are different from you (eg., race, ethnicity, nationality, language, age, veteran status, gender/gender identity, sexual orientation, disability, religion) .

In college, you have more control over your choices and have a higher level of responsibility. All students should want to live in a community where people look out for each other, are kind to each other, and treat one another with respect. If you don't think you can be a valuable, contributing member of our community, request an off-campus housing list from the Office of Student & Legal Affairs.

I have read, I understand, and I agree to meet these expectations.

X

Signature of student

Date

X

Signature of guardian (if not yet 18)

Date

COVID-19 VACCINATION INFORMATION & RECORD

COVID-19 INFORMATION:

COVID-19 is a highly contagious disease caused by a respiratory virus; Covid-19 has caused a major pandemic since winter 2020 with variations and mutations of the virus ongoing. Many people who get Covid-19 experience medical complications and symptoms for weeks or months after infection. All students should familiarize themselves with the transmission, symptoms, treatment of Covid-19.

Detailed information is on our website:

<https://www.allegany.edu/coronavirus/index.html> with links to local, state, and national resources including: CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html> and Maryland: <https://coronavirus.maryland.gov/> .

Due to global, national, and local public health concerns. Allegany College of Maryland (hereinafter "Allegany") recognizes that congregate environments such as on-campus living communities inevitably present a higher risk of transmission of contagious illnesses because of routine proximity to others. Students who live in Willowbrook Woods have a high risk of exposure to Covid-19. Vaccinations against Covid-19 are extremely effective in preventing serious illness, hospitalization, and death from Covid-19. Vaccines are extremely safe, and vaccinated persons also have lower chance of transmitting the virus to others. Therefore, Allegany College of Maryland encourage all Willowbrook Woods residents to have the Covid-19 vaccine and booster prior to move-in. Every resident must either provide proof of Covid-19 vaccine/booster OR sign the waiver.

All information submitted by the student will be kept private and will be protected in compliance with FERPA.

Allegany College of Maryland and Willowbrook Woods reserves the right to modify Covid protocols/practices as needed or health/safety.

COVID-19 VACCINATION

I have read the information made available to me about the risks associated with acquiring and transmitting Covid-19, a serious and potentially fatal disease, as well as the risks and benefits of the Covid-19 vaccine. **I select ONE option below:**

_____ **I am fully* vaccinated with both Moderna/Pfizer shots, the single dose J&J vaccine, or other CDC approved vaccine and I have received booster shot(s) as I am eligible.** I have attached my vaccination/booster record. I understand that there may be other students who live in Willowbrook Woods who have not been vaccinated.

OR

_____ **I am waiving the Covid-19 vaccine.**

*If you are between shots or awaiting your booster, you are not fully vaccinated. You can sign the waiver if you wish and complete your shots/booster and then update your records with Willowbrook Woods.

STUDENT CERTIFICATION:

- I understand it is my responsibility to have accurate information about the Covid-19 vaccine/booster.
- I understand that it is my responsibility to consult a qualified health care provider about the vaccine/booster.
- I certify that my vaccine/booster documentation is genuine, truthful, and accurate.
- In consideration for the opportunity to live in Willowbrook Woods, I agree and will not hold Allegany or its agents financially responsible and I release Allegany from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, or injury, including death, that may be sustained by me, arising from the COVID-19 vaccine I agree to indemnify and hold harmless Allegany from and against any loss, liability, damage or costs, including court costs and attorneys’ fees, that the Allegany may incur arising from my receiving or waiving the COVID-19 vaccine/booster.
- I agree that the laws of Maryland will govern the interpretation and enforcement of this document including all rights and obligations arising from or relating to this document without regard to conflict of law principles and regardless of where the activity occurs.
- I will fully comply with all Covid-19 protocols while I am a resident of Willowbrook Woods.
- This record does not replace any other policy, procedure, or required documents for Willowbrook Woods or Allegany College of Maryland including but not limited to other public health directives and restrictions.

X _____
Student Name (please print)

X _____
Student Signature

Date

X _____
Parent signature if student is under 18 years of age:

Date

MENINGOCOCCAL VACCINE

We require all residents to either have the meningococcal vaccine or sign a waiver that they understand the risk of not having the vaccine. If you have not received the vaccine but plan to get the vaccine later OR if you cannot locate your documentation at this time, please choose the Waiver option below. Later, you can provide the documentation that you received the vaccine.

PLEASE INDICATE YOUR CHOICE OF EITHER
OPTION A (VACCINE) OR OPTION B (WAIVER)
AND COMPLETE FORM BELOW

APPLICANT'S NAME: _____

☒ **OPTION A (VACCINE RECEIVED AND RECORDS ATTACHED)**

I have received the meningococcal vaccine as required by Maryland law for individuals residing in on-campus student housing at an Institution of higher education. **DOCUMENTATION FROM A PHYSICIAN OR HEALTH CLINIC OF RECEIPT OF VACCINE IS ATTACHED (COPIES OF IMMUNIZATION RECORDS ARE ACCEPTABLE).**

OR

☒ **OPTION B (WAIVER)**

I have received and reviewed the information provided on the risk of meningococcal disease and the effectiveness and availability of meningococcal vaccine. I understand that meningococcal disease is a rare but life threatening illness. I understand that Maryland law requires that an individual enrolled in an institution of higher education in Maryland who resides in on-campus student housing shall receive vaccination against meningococcal disease unless the individual signs a waiver to the vaccination. If you choose to receive the vaccine after today, simply send us a copy the documentation you obtain. We will update your application file.

I CHOOSE TO WAIVE RECEIPT OF MENINGOCOCCAL VACCINE.

X _____
Signature of Individual 18 years or older

Date

X _____
Signature of Guardian of Individual (if student is under 18 years of age)

Date

MENINGOCOCCAL DISEASE INFORMATION:

What is Meningococcal Disease?

Meningococcal disease is a rare, but life threatening illness, caused by the bacterium, *Neisseria meningitidis*. It is a leading cause of bacterial meningitis (an infection of the brain and spinal cord coverings) in the United States. The most severe form of the disease is meningococcemia, infection of the bloodstream by this bacterium.

Deaths from meningococcal disease have occurred among Maryland college students in recent years. Students living in residence halls are at an increased risk. The Maryland Department of Health and Mental Hygiene encourages meningococcal vaccination of higher education students.

About 2,600 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, 10% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

About the vaccine:

Meningococcal vaccine can be effective in preventing four types of meningococcal disease. The vaccine is not effective in preventing all types of the disease, but it does help to protect many people who might become sick if they don't get the vaccine. Drugs such as penicillin can be used to treat meningococcal infection. Still, about one out of every ten people who get the disease dies from it, and many others are affected for life.

A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reaction. People should not get meningococcal vaccine if they have ever had a serious allergic reaction to a previous dose of meningococcal vaccine. Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given (which is usually under the skin of the upper arm). A small percentage of people who receive the vaccine develop a fever. The vaccine may be given to pregnant women.

Meningococcal vaccine is available in some school health centers, travel clinics, some county health departments and the offices of some health providers.

MENINGOCOCCAL DISEASE FACT SHEET:

- *Neisseria meningitidis* (the meningococcus) is a bacterium (germ) that can cause serious infections.
- The meningococcus causes meningitis, an infection of the covering of the brain and spinal cord. It also causes serious infections of the blood (meningococcemia) and of other normally sterile body sites (e.g. joints). These infections may lead to death.
- The meningococcus is spread by droplets or by direct contact
- The meningococci are sprayed into the air through sneezing and coughing. Many people may carry the bacteria in their noses and throats, and they will not become ill – they are healthy carriers. These carriers can spread the germ to other people.

Symptoms to Look For:

- ✓ High fever
- ✓ Nausea and vomiting
- ✓ Severe headache
- ✓ Stiffness and pains in the neck, shoulders and back
- ✓ Skin rash of small bright red spots

Symptoms occur within 2-10 days (usually 3-4) days after the person has been exposed. Symptoms often begin suddenly.

See a doctor immediately for treatment

- People who think they may have an infection due to the meningococcus should see a doctor immediately. Treatment with an antibiotic should be started right away to stop the infection from causing brain damage or death. Lab tests are needed to prove what kind of infection a person has.
- People in close contact with a case may need an antibiotic
- Check with your doctor or your local health department for advice. Preventative treatment with certain antibiotics is recommended and should not be delayed. Your doctor or health department will decide which medicine is best in your situation.

People in close contact may include:

- Somebody who lives in the same house
- A person who has contact with the patient's mouth or nose secretions, such as through kissing, sharing cigarettes, or using the same eating and drinking utensils, glasses and plates.
- A person who has done medical treatments like giving mouth-to-mouth resuscitation on the patient or intubating or suctioning the patient.
- Children sharing toys, such as in group day care centers, family child care homes or in nurseries

A vaccine is available to prevent some types of meningococcal disease

The vaccine protects against groups A, C, Y and W-135. Check with your doctor or your local health department to see if you should get the vaccine.

EMERGENCY DATA SHEET

If you are offered a contract for Willowbrook Woods, we will keep emergency contact information on file. In an emergency (eg., medical), we will ask you if you want us to contact anyone and will honor your wishes. However, if you are unable to communicate your wishes, we will contact the person(s) listed below and share information that is permitted under the law and ACM policy (eg., FERPA). It is your responsibility to keep the information current and to notify Housing Staff if names or phone numbers change. We will also share critical medical information with rescue/hospital personnel if you are unable to communicate.

PLEASE PRINT:

Name: _____ Student ID # _____

Home Address: _____
Street

City State Zip

Student cell number (____) _____ Alternate phone: (____) _____

Emergency Contact Person #1: _____

Relationship: _____

Cell phone: (____) _____

Alternate phone: (____) _____
eg., home phone, work phone

Emergency Contact Person #2: _____

Relationship: _____

Cell phone: (____) _____

Alternate phone: (____) _____
eg., home phone, work phone

Medical Information or special needs you would like us to be aware of (optional):

This information will be put in your housing student file **only** if you are offered a housing contract.

COMPLETE AND SUBMIT THIS PAGE → REQUIRED FOR APPLICATION TO BE COMPLETE.

WAIVER & CONSENT TO AGE 18 REQUIREMENT (2023-2024)

Willowbrook Woods is a living/learning community that is generally restricted to adults – meaning that residents should be 18 years old at move-in. The purpose of this rule is to protect minors who are recognized by laws and society as more vulnerable than adults and who lack the resources and options of adults. Minors' freedoms and responsibilities are restricted in countless ways every day. Because of Willowbrook Woods unique qualities, we prioritize offering contracts to legal adults; however, where appropriate, exceptions may be made.

APPLICANT'S NAME: _____

Will you be 18 years old by 8/18/2023 for Fall 2023 Semester OR 1/14/24 for Spring 2024 Semester?

If so, **STOP**. Your application is done.

If not, you and your parent/legal guardian must sign the Waiver & Consent below accepting full responsibility for your safety and wellbeing in the event of a medical, security, behavioral, or other emergency and releasing Willowbrook Woods/Allegany College of Maryland from all responsibility and liability.

By signing this Waiver & Consent, both the applicant (minor) and his/her parent/legal guardian agree to the following terms:

- We understand that residents are college students – often experiencing life away from home for the first time. Housing Staff has rules/procedures to promote health & safety; however, residents will not be directly supervised at all times. They have a high degree of freedom and privacy. Each resident is responsible for his/her own actions – including due diligence to protect his/her personal safety and property. Residents of any age should be emotionally mature enough to function independently. **All residents (regardless of age) are required to follow all Willowbrook Woods/Allegany College of Maryland policies and procedures including (but not limited to) contract requirements.**
- We understand that it is our private responsibility to provide for the minor's daily living needs including food, toiletries, clothing, and other necessities.
- We understand that it is our private responsibility to manage the minor's health needs and medical emergencies (if any) and that Willowbrook Woods/Allegany College of Maryland does not provide any medical planning, treatment, transportation, or services. (Housing Staff will call 911 in a medical emergency and then notify us as circumstances warrant.)
- We understand that unforeseen emergencies (ie., fire and natural disasters) can occur in any environment; Willowbrook Woods/Allegany College of Maryland will be diligent in providing a healthy and safe living/learning environment, but we understand that not all people or circumstances can be controlled. If a minor is negatively affected by an emergency, Housing Staff will notify us as circumstances warrant.
- We have read and understand the Willowbrook Woods application, the Code of Student Conduct and the Housing Guide. If the minor is offered a contract, **we understand that if the minor is removed from Willowbrook Woods for any reason (including – but not limited to – misconduct, failure to maintain full time credit status, failure to pay housing fees), it is the responsibility of the parent/legal guardian to make arrangements for the minor to stay off-campus or to return home.** That responsibility could include the parent/legal guardian's coming to campus – regardless of the hour or weather conditions – to pick up the minor and take him/her to an alternate location within four (4) hours. Willowbrook Woods/Allegany College of Maryland will not pay any related expenses, and housing fees remain due whether the minor is in Willowbrook Woods or not.
(NOTE: If the parent/legal guardian chooses to send a designee (eg., another relative), it is the responsibility of the parent/legal guardian to notify Housing Staff and/or Campus Security *in advance and in writing (via fax or email)* who will be picking up the minor; without this verified permission from the parent/legal guardian, Willowbrook Woods/Allegany College of Maryland will not release the minor to anyone but the parent/legal guardian whose signature is below and may be required to contact the local Department of Social Services.)
*We prioritize the safety of the entire Willowbrook Woods community and, therefore, occasionally find it necessary to suspend resident(s) who present a danger to other residents or staff. Suspended residents are given a list of temporary housing options – some of which would be unavailable to minors (eg., hotels and local emergency shelters only admit legal adults).
- We understand that residents under the age of 18 cannot receive and will not be given preferential treatment in room assignments, conflict mediation, emergency responses, suspensions, sanctions, or any other official action taken by any College official. Residents are sometimes compelled to attend meetings with staff, change room assignments, accept new roommates, or otherwise comply with decisions that Housing Staff makes for the best interest of the entire community.
- Housing Staff will not disclose protected student information to any third party (including parent/guardian) without a properly executed release by the student (some legal exceptions apply); even with a release, Housing Staff is not obligated to share information – particularly regarding disciplinary or academic matters.
- We release Willowbrook Woods/Allegany College of Maryland from any and all liability where housing and college policies, procedures, and protocols are being followed/applied.
- We understand that submitting this document does not guarantee housing. This waiver and consent is part of the application packet, and the application will be subject to review like all other applications. Housing Staff reserves the right to deny any application.

WE HAVE READ THIS DOCUMENT IN ITS ENTIRETY. WE UNDERSTAND ALL CONTENTS AND AGREE TO THE TERMS DETAILED ABOVE. NON-COMPLIANCE WITH THE TERMS COULD RESULT IN DISCIPLINARY ACTION BEING INITIATED AGAINST THE STUDENT.

Name of the #1 parent/legal guardian: _____

24-hour contact number for the
#1 parent/legal guardian: (____) _____ - _____

Name of the #2 parent/legal guardian: _____

24-hour contact number for the
#2 parent/legal guardian: (____) _____ - _____

Minor / Applicant Signature (acknowledgement)

Date

#1 Parent/Legal Guardian Signature (legal commitment)

Date

#2 Parent/Legal Guardian Signature (legal commitment)

Date

YOUR COLLEGE BUDGET WORKSHEET

FINANCIAL AID	Monthly	Semester	School Year
Pell Grant			
Subsidized Loan			
Unsubsidized Loan			
Parent Plus Loan			
Scholarship			
Scholarship			
Less: Loan Fees			
Total Financial Aid:			
OTHER INCOME:	Monthly	Semester	School Year
Support from home/guarantor			
Anticipated Work-Study (Not guaranteed)			
Total Other Income:			
TOTAL INCOME:			

ACM FIXED COSTS	Monthly	Semester	School Year
Tuition & Fees			
Books			
Housing Fees			
Total ACM Costs:			
PERSONAL LIVING EXPENSES	Monthly	Semester	School Year
Groceries / Food			
Personal Care / Hygiene			
Laptop / Tablet			
Café Meal Cards			
Cell Phone			
Cable / Internet ACM/WW provides WiFi at WW			
Gas (Car)			
Bus Pass			
Car Insurance			
Renters Insurance			
Medical / Dental			
Clothing			
Entertainment			
Haircut / Mani / Pedi			
Other			
Total Personal Living Expenses:			
TOTAL EXPENSES:			
INCOME - EXPENSES			



**ALLEGANY
COLLEGE**
==== *of* ====
MARYLAND

**WILLOWBROOK WOODS
STUDENT HOUSING COMPLEX**

12401 Willowbrook Rd, SE, Cumberland, MD 21502 | 301-784-5368 | FAX: 301-784-5068 | www.allegany.edu
Email: willowbrookwoods@allegany.edu

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact:

Dr. Renee Conner
Dean of Student and Legal Affairs
Title IX Coordinator
ADA/504 Coordinator
301-784-5206 / rconner@allegany.edu

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at allegany.edu/policy-mandates.