



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 | 301-784-5206 | 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:

2019-2020 Applications: \$100

Late applications (received 8/1 or after) = \$150

- 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: \$100

Late applications (received 12/1 or after) = \$150

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

ANTICIPATED HOUSING FEES DUE FOR CONTRACT PERIOD:

Fall/Spring: \$6,000.00 (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.

LATE FEES: Housing fees not paid by the due date are subject to a \$25.00 Late Fee; this fee will be assessed on the fifth business day following the due date.

APPLICATION FEES CAN BE PAID BY CONTACTING THE BUSINESS OFFICE AT 301-784-5227 BETWEEN 8AM-4PM.

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.

Spring ONLY Housing Fees: \$3,000

Contract Dates: January 13 – May 8

SECURITY DEPOSIT: \$300.00

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.

See Page 6 for more information.

CONTRACT PERIOD*:

Fall/Spring only: August 17, 2019 to May 8, 2020

* Exceptions: Thanksgiving, Winter Holiday, Easter & Spring 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. With 236 beds available and more than 500 applicants, the application process is competitive. 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 fully compliant with ADA and received full certification when they were built in 2000-2001. Several first floor apartments are wheelchair adaptable; see "Disabilities" in the "Quick Guide to Housing" 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/x656.xml

CONTACT INFORMATION:

Application and General Information: 301-784-5206 | Application Fees and Housing Payments: 301-784-5227
 Website: www.allegany.edu | Email: willowbrookwoods@allegany.edu

APPLICATION PROCESS

1 **STEP ONE:**

- ✓ Apply to Allegany College of Maryland and be accepted.
- ✓ Apply for financial aid and make sure your financial aid file is complete.
- ✓ Register for classes if you want to use financial aid monies to pay for your housing.
- ✓ Read Willowbrook Woods Housing Information.
- ✓ Submit pages 8-17 of Willowbrook Woods Application.

2 **STEP TWO:**

FOR YOUR HOUSING APPLICATION TO BE CONSIDERED, IT MUST INCLUDE:

- ✓ **Fall Application Fee:** (non-refundable; Fee waivers not accepted) = \$100
- Applications are due by 7/31/19
Late applications (received 8/1 or after) = \$150
- Applications received in this period will be reviewed as time permits.

- ✓ **Spring Application Fee:** (non-refundable; Fee waivers not accepted) = \$100
- Applications are due by 11/30/19
Late applications (received 12/1 or after) = \$150
- Applications received in this period will be reviewed as time permits.

APPLICATION FEES CAN BE PAID BY CONTACTING THE BUSINESS OFFICE AT 301-784-5227 BETWEEN 8AM-4PM.

- ✓ **Information Sheet** (Student & Guarantor information)
- ✓ **Roommate Matching Form**
- ✓ **Applicant essays/questions**
- ✓ **Reference form/questions**
- ✓ **Meningitis form** (*verification of shot OR waiver of shot*)
- ✓ **Emergency information form**
- ✓ **Under 18 Waiver & Consent**

- 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: Willowbrook Woods, 12401 Willowbrook Road SE, Cumberland, MD 21502-2596 or fax to 301-784-5068 or email to willowbrookwoods@allegany.edu
- 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.

3 **STEP THREE:**

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, reference, essay content, 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.

Residence Life Staff can advance, advance with conditions or deny an application. Housing is not guaranteed!

If Residence Life approves your application, it will be advanced to the College's Finance Department for financial approval. See Step Four for details.

4 STEP FOUR: VERIFICATION OF THE APPLICANT'S ABILITY TO PAY:

This is normally the longest step in the application review process. YOU CANNOT BE OFFERED HOUSING UNTIL YOU MEET ONE OF THE FINANCIAL REQUIREMENTS:

FINANCIAL REQUIREMENTS:

Financial approval is determined by the College's Finance Department. At this step, communication about your application status will be with the Business Office.

- 1) **CREDIT/PAYMENT PLAN:** *Both you and your guarantor pass the credit check.* The guarantor (co-signor) can be a parent, grandparent, older siblings, godparents, aunt/uncle, neighbor, family friend, etc. – anyone with an established credit history who is willing to take responsibility for the housing costs. To pass the credit check, we look for the following: no current late payments, nothing that has been turned over to a collection attorney or agency, no bankruptcy or tax liens, debt to income ratios, and a decent credit score. **ONLY** if the guarantor passes the credit check will the payment plan be available. If your college is being paid by an agency, we need a letter on that agency's letterhead that they will be responsible for your housing fees.

OR

- 2) **FINANCIAL AID:** *You have a completed and confirmed Financial Aid package with enough aid to cover Tuition, fees, books, and housing fees for the semester.* Loans must be categorized as "accepted" with financial aid. Pending loans do not qualify. Students who qualify for this option must (1) have a completed AND verified financial aid file and (2) be registered for a minimum of 12 credit hours.

**** The Financial Aid deadline is July 1, so apply early!****

How we determine if you have enough financial aid:

- Total Financial Aid Currently Posted for the semester (not including work study)
- Minus: Tuition
- Minus: Books (\$700 estimated)
- Minus: Loan Fees (\$50-\$80 estimated)
- Minus: Housing Fees for the semester (for 2019-2020, fees are \$3,000 per semester)

If you have enough Financial Aid to cover all the expenses, you would be offered a contract (if we have rooms available); you pay the \$300 security deposit out of pocket. The signed contract and deposit would be due back by a specified date.

Please have patience and be diligent in completing the required steps with Financial Aid. Financial Aid is overwhelmed with the number of applications they have received. They work through the applications as quickly as possible. We will notify you via your student email address if/when we are able to offer a housing contract or if further actions need to be taken.

Students who plan to use financial aid to cover housing fees should (1) have a completed and verified financial aid file with ACM's Financial Aid Office by July 1, 2019 and (2) be registered for classes (12 credit minimum). Otherwise, any financial aid award may not be available for Willowbrook Woods. For additional information, please see the Financial Aid website at www.allegany.edu/finaid-procedures.shtml. See page 12 for detailed financial information.

OR

- 3) If you do not have enough financial aid to cover housing in full (after tuition, fees, and books), you may be offered a contract if you pay in advance whatever housing amount is not covered by financial aid or if you establish an approved payment plan with the Business Office's Morgan Mayer. You also pay the \$300 security deposit out of pocket. The signed contract and deposit would be due back by a specified date.

OR

- 4) **PAY IN ADVANCE:** *You pay in advance for the entire first semester, including the security deposit.* You **MUST** make these payment arrangements in advance! Acceptable forms of payment are Cashier's Check, Debit/Credit card, Money Orders or Cash. No personal checks will be accepted.

If all four steps are completed, a contract could be sent to the applicant or place you on the waitlist, depending on availability. The contract must be signed by the applicant, signed by the guarantor, and returned to the Business Office. We reserve the right to require notarized signatures if deemed necessary. Upon receipt of the signed contract and the paid security deposit, the Business Office will execute the contract, and the applicant has a room reserved. We can rescind offers under certain circumstances; if we rescind the offer we will refund the security deposit but if you change your mind, the deposit is forfeited as a cancellation fee. Written notice is required. Applicants who are placed on the waiting list will be contacted if we are able to offer a contract. **HOUSING IS NOT GUARANTEED!!**

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 | | | |
| Gas (Car) | | | |
| Bus Pass | | | |
| Car Insurance | | | |
| Renters Insurance | | | |
| Medical / Dental | | | |
| Clothing | | | |
| Entertainment | | | |
| Haircut / Mani / Pedi | | | |
| Other | | | |
| Total Personal Living Expenses: | | | |
| TOTAL EXPENSES: | | | |

| | | | |
|--------------------------|--|--|--|
| INCOME - EXPENSES | | | |
|--------------------------|--|--|--|



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**

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

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

Please only send pages 8-17



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. Housing Staff works with residents and other Allegany College of Maryland personnel to provide opportunities for you to flourish. Housing 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 page 3 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 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 primarily via email, not WebAdvisor, so be sure to monitor your student email account which has already been assigned to you. We prefer that you **not** call us requesting status updates, since we have hundreds of applicants, and all those calls can be overwhelming, delaying our ability to process the applications.

We look forward to receiving your application!

Gerry Geil, Residence Life Director

STUDENT HOUSING INFORMATION SHEET 2019-2020

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's being deemed incomplete.

APPLICANT INFORMATION

1 NAME: _____ 2 STUDENT NUMBER: _____
(FULL LEGAL NAME) LAST FIRST M

3 DATE OF BIRTH: _____ 4 SOCIAL SECURITY #: _____
** If you will not be 18 years of age by move-in (8/17/19) you and your parent/Guarantor must execute a Waiver & Consent (found on page 17).*

5 MAILING ADDRESS: _____
STREET CITY STATE ZIP

6 HOME TELEPHONE: _____ 7 E-MAIL ADDRESS: _____@student.allegany.edu
(Per college policy, communication will be via student email.)

8 CELL PHONE: _____

9 2019-2020 CONTRACT TERM FOR WHICH YOU ARE APPLYING CHOOSE ONE: Fall/Spring Spring ONLY (eg. B-Term, Summer) _____

10 WERE YOU AN HONORS STUDENT AT YOUR HIGH SCHOOL OR ANOTHER COLLEGE? YES NO
If so, please attach verification to your application (eg. National Honor Society induction letter)

11 HAVE YOU BEEN ACCEPTED INTO AN ACM CAREER PROGRAM (not pre-)? YES NO
If so, please attach verification to your application (eg. acceptance letter or course schedule)

12 HAVE YOU BEEN ACCEPTED TO PLAY FOR AN ACM SPORTS TEAM? YES NO
If so, please attach verification to your application (eg. letter of intent or the ACM coach who can confirm you are a recruit)

13 HAVE YOU EVER LIVED IN WILLOWBROOK WOODS PREVIOUSLY? YES NO

14 HAVE YOU EVER BEEN BANNED FROM WILLOWBROOK WOODS? YES NO

15 I completed this information myself. **X** _____ **X** _____
APPLICANT'S PRINTED NAME APPLICANT'S SIGNATURE

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.

1 NAME OF GUARANTOR: _____
(FULL LEGAL NAME) LAST FIRST M

2 ADDRESS: _____
STREET CITY STATE ZIP

3 RELATIONSHIP TO APPLICANT: _____ 4 E-MAIL ADDRESS: _____

5 HOME PHONE: _____ CELL PHONE: _____

6 SOCIAL SECURITY #: _____ 7 DATE OF BIRTH: _____
U.S. RESIDENTS

8 ANNUAL INCOME: _____

9 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? YES NO

10 DO YOU: OWN RENT? 11 YEARS AT CURRENT RESIDENCE: _____

12 LIST ANY PRIOR ADDRESSES: _____

13 **X** _____
GUARANTOR'S SIGNATURE

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

ROOMMATE MATCHING FORM

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

① Name: _____ (FULL LEGAL NAME) LAST FIRST M ② Student Number: _____

③ Nickname: _____ ④ Age: _____ * You must be 18 years of age at move-in.

⑤ Cell Phone #: _____ ⑥ E-mail Address: _____@student.allegany.edu
(Per college policy, communication will be via student email.)

⑦ Housing Status: New Applicant Returning Resident

⑧ Program or Major (must be degree-seeking): _____

⑨ Gender Identity: Male Female Trans or Transgender (please specify) _____ Another identity _____

⑩ If available, I prefer to live in a: Male Female Gender Neutral apartment.
Willowbrook Woods complies with non-discrimination law and strives to be sensitive to all students' needs.

⑪ Room/Roommate requests (if any): _____
Roommate requests must be mutual and must be received by July 1.

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.

⑫ What do you do most in your free time? (choose 2):
 Sports Video games Computer/Internet
 Television Socializing Fashion/Beauty
 Dancing Pleasure Reading Music
 Shopping Outdoors Working Out

⑬ Do you plan to play for an ACM sports team? Specify:

⑭ Do you plan to join any clubs/activities at ACM? Specify:

⑮ Do you smoke? Yes No
** Smoking is not permitted anywhere at ACM.*

⑯ Would you be able to live with someone who does smoke?
 Yes No

⑰ Regarding cleanliness, are you (choose one):
 Neat Freak Somewhat Clean and Tidy Messy

⑱ Regarding sleeping habits, are you (choose one):
 Morning Person Night Owl

⑲ Regarding social habits, are you **mostly** (choose one):
 Introvert/Wallflower Extrovert/Social Butterfly Combo – A little bit of both

⑳ Regarding activity/noise, are you **mostly** (choose one):
 Busy/Loud Mellow/Quiet

㉑ What kind of roommate do you want (choose one):
 Busy/Loud Mellow/Quiet

㉒ Regarding study habits (choose one):
 Need quiet place to study
 Don't mind some (reasonable) noise at home
 Can study in any environment

PERMISSION TO RELEASE INFORMATION

By signing this form,

- I am giving permission to release my name and phone number to the individuals assigned as my roommates.
- I DO NOT grant permission for my name and contact information to be released to the individuals assigned as my roommates.

X _____
Signature of student

Date

X _____
Signature of guardian (if not yet 18)
Applicant must be 18 years of age by move-in.

Date

I completed this information myself.

X _____
Applicant's Printed name

X _____
Applicant's Signature

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

APPLICANT QUESTIONS & ESSAYS

MY QUESTIONS/ESSAYS: (NAME) _____

DIRECTIONS: These questions and essays are designed to help Residence Life Staff assess whether you will be a responsible student/citizen in the living/learning community of Willowbrook Woods. They should also help you prepare for what to expect at WW if you are offered a contract. Each answer must be written by the student in your own handwriting. Please think about your answers; write legibly; and provide detail (**minimum 100 words for essays**). **Typed answers will not be accepted.** You may use extra sheets to explain your answers.

1. What are your academic goals while attending Allegany College of Maryland? _____

2. How will living at Willowbrook Woods help you achieve these goals? **Explain (minimum 100 words required):** _____

3. Please answer this 3 part question with a minimum of 100 words. Use additional sheets if needed:

- 1) What do you think makes a community?
- 2) What qualities or prior life experience do you have which will make you a valuable member of the college housing community?
- 3) How do you plan to make a positive contribution to the Willowbrook Woods Community?

I completed this information myself.

X _____
Applicant's Printed name

X _____
Applicant's Signature

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

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 5 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 not spread it; instead, you 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)
Applicant must be 18 years of age by move-in. _____
Date

RESIDENT RECOMMENDATION FORM

Recommendation must be from someone who knows the student in a professional capacity (eg., teacher, counselor, coach). References from inappropriate persons such as family members, guarantors, friends, family friends, etc. will not be accepted, and the application could be deemed incomplete/improper and could be denied.

Applicant Name: _____

E-mail: _____@student.allegany.edu

Applicant please check one of the following options regarding your right to review/read this recommendation:

- I, the undersigned, waive the right of personal access to this recommendation.
- I, the undersigned, retain the right of personal access to this recommendation.

X _____
Signature of student

_____ Date

X _____
Signature of guardian (if not yet 18)
Applicant must be 18 years of age by move-in.

_____ Date

TO THE REFERENCE:

You are asked to provide a recommendation for the above-named student who is applying for Willowbrook Woods Housing at Allegany College of Maryland. A resident of Willowbrook Woods should be committed to education and personal growth. They should be responsible, display maturity, and be able to live and interact with people different from themselves. In addition, the student will need to display an ability to live and share space with three other students and understand the need to respect the property, privacy, and needs of others. Finally, the applicant should not have a criminal or disciplinary history. We appreciate your filling out this form. We prefer you not send a separate letter, but if you do, please ensure the content answers the five questions asked on the back of this page. Also, we will not accept form letters, and we reserve the right to deny an application if the reference is incomplete, inaccurate, improper, or otherwise unacceptable. Your recommendation is a very important part of the application. (The reference must complete both pages on this form – not the student or any other person.) Please return this form as soon as possible to:

Student & Legal Affairs Business Manager
12401 Willowbrook Road, SE | Cumberland, MD 21502
FAX: (301) 784-5068 | Email: willowbrookwoods@allegany.edu

**please feel free to use additional paper if necessary...*

Your Name: _____

Name Business/School/Agency: _____

Title (if any): _____

Work Address: _____

Work Telephone: _____ Work Email: _____

Your Professional Relationship to the Applicant: teacher guidance counselor coach club advisor job supervisor
 professional mentor caseworker clergy other _____

How long have you known the applicant in your professional capacity? _____
It is most helpful if you have known the applicant within the last 2-3 years.

How well do you know the applicant? casually well very well

Signature: **X** _____ Date: _____

Continued on Next Page...

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RESIDENT RECOMMENDATION FORM

Continued from Previous Page

APPLICANT NAME: _____

REFERENCE NAME: _____ **REFERENCE SIGNATURE:** _____ **DATE:** _____

(These questions must be answered by the reference.)

How did you get to know the applicant? _____

Please comment on the applicant's desire to obtain his/her education and his/her long-term goals: _____

Please comment on the applicant's ability to relate to, interact with and respect people that are different than him/herself. _____

Please list the applicant's strengths and areas that need development in regards to their education and ability to live independently: _____

Describe the applicant's self-discipline and respect for both rules and authority that would ensure good participation in housing, if accepted.



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

APPLICANT'S NAME: _____

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

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
Residents must be 18 years of age at move-in. Minors may not live in housing.

Date

X _____
Signature of Guardian of Individual (if student is under 18 years of age)
Residents must be 18 years of age at move-in. Minors may not live in housing.

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 meningococemia, 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 (meningococemia) 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.

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WAIVER & CONSENT TO AGE 18 REQUIREMENT (2019-2020)

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 08/17/19? 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**

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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 move in to housing?

If you are offered a housing contract, you will receive, within your offer letter, all your move in information which will look similar to this:

| DATE | EVENT AND TIME |
|-----------|---|
| 8/17/2019 | Move in Day- Check in at College Center The time will be provided; all residents MUST check in during the designated times. NO EXCEPTIONS! |
| | MANDATORY ORIENTATION SESSIONS: STUDENT ARE REQUIRED TO ATTEND – PARENTS ARE STRONGLY ENCOURAGED TO ATTEND Information will be in your move-in packet |
| 8/19/2019 | First Day of Classes |

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

All applicants to the College and 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 admission to the College, your being denied a housing contract, and/or disciplinary action by the College for false statement. If you have a disciplinary or criminal record, Housing 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. (Of course, if you are denied admission to the College based on your record or pending matters, you will not be approved for Willowbrook Woods and could be banned from the entire campus, which includes Willowbrook Woods.)

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

Look for something off-campus, our off campus list will be an attachment with your denial letter. If you choose not to attend ACM, you must withdraw from classes by Friday, August 16, 2019 at 4pm. 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.



**ALLEGANY
COLLEGE**
of
MARYLAND

**WILLOWBROOK WOODS
STUDENT HOUSING COMPLEX**

12401 Willowbrook Rd, SE, Cumberland, MD 21502 | 301-784-5206 | FAX: 301-784-5068 | www.allegany.edu
email: willowbrookwoods@allegany.edu

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