

**Willowbrook Woods
Financial Aid Refund Agreement**

Student Name _____

Social Security # _____
ID# _____

ACADEMIC YEAR _____

DATE _____

In an effort to assist with housing payments at Willowbrook Woods, students with Financial Aid Refunds (excluding Federal Work Study) can elect to have their refunds automatically forwarded to Willowbrook Woods to cover housing fee payments. This process is **NOT** required of any student and is completely voluntary. If you are interested in this Financial Aid Refund Agreement, please read the following, sign below, and **return all forms to the Financial Aid Office.**

I authorize Allegany College of Maryland to apply any Financial Aid Refund I receive to my outstanding housing obligation at Willowbrook Woods for the year indicated above.

CONTACT THE FINANCIAL AID OFFICE TO DETERMINE REFUND ELIGIBILITY.

Please check one of the following options:

- Apply all refunds (up to the cost of my housing) to Willowbrook Woods.*
- Apply _____ to Willowbrook Woods.*
- Apply all refunds (up to the cost of my housing) to Willowbrook Woods with the exception of \$_____ per semester.*

*Please note that in many cases, refunds may not be enough to cover ALL of the housing for the year.

I understand and agree to the following:

- Once signed, this is a binding agreement which may not be discontinued unless the student meets the criteria for the Willowbrook Woods Release of Contract Policy (see Willowbrook Woods Guide).
- After receiving the estimated amount to be refunded to Willowbrook Woods, I understand I will be responsible for any outstanding financial obligations to Willowbrook Woods. I will see the Residential Services Business Manager to pay this amount or create a payment plan.
- If my account at Willowbrook Woods is paid in excess of contract obligations, I will be issued a refund from Willowbrook Woods within 15 business days. Refunds will be available from the Willowbrook Woods Housing Office.
- If I receive a Financial Aid Refund in error and have signed a Refund Agreement, I am still responsible for my balance at Willowbrook Woods.
- Willowbrook Woods or the Business Office at Allegany College of Maryland may discontinue this agreement at any time it is deemed necessary and the student will be notified in writing.

I give permission to the Financial Aid Office to notify Willowbrook Woods of this agreement.

Student Signature

RETURN ALL COPIES TO THE FINANCIAL AID OFFICE

March 2008