



## WILLOWBROOK WOODS STUDENT HOUSING COMPLEX

at ALLEGANY COLLEGE *of* MARYLAND'S  
CUMBERLAND CAMPUS

# APPLICATION PACKET 2024-2025

12401 Willowbrook Rd, SE, Cumberland, MD 21502 | PHONE: 301-784-5368 | [www.allegany.edu](http://www.allegany.edu)

Email: [willowbrookwoods@allegany.edu](mailto: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'):

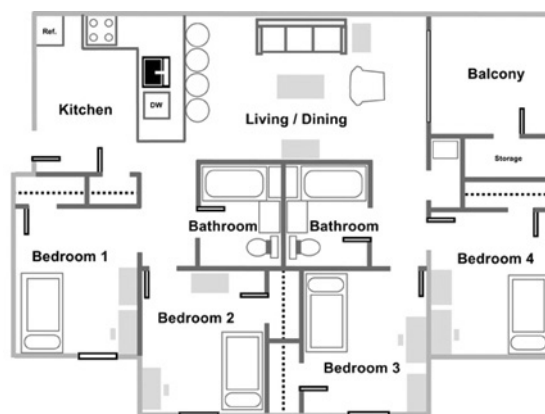
- Full Refrigerator
- Stove with an Oven
- Microwave
- 4 Stools for the Breakfast Bar
- Pantry Closet
- Dishwasher

### 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 (approx. 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](http://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](http://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](http://www.allegany.edu) | Email: [willowbrookwoods@allegany.edu](mailto:willowbrookwoods@allegany.edu)

# APPLICATION PROCESS

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## **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.
- ✓ Submit pages 8-12 (plus page 13 if you will not be 18 prior to the move-in date) to willowbrookwoods@allegany.edu

## **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 8/1 or after

- **Spring Application Fee**

- Standard \$50: Applications received by November 30th
- Late \$100: Applications received 12/1 or after

- ✓ **Information Sheet**
- ✓ **Roommate Matching Form**
- ✓ **Expectations Sheet**
- ✓ **Meningitis & COVID 19 Vaccinations or Waivers**
- ✓ **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, 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

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**1. When is my application due?**

July 31, 2024. *(Spring only applications are due by 11/30/24.)*

**2. Do I pay the deposit when I submit my application?**

No. *You must pay the application fee when you apply, but you only pay the Security Deposit if/when you are offered a contract. Then contact the Business Office to pay the Security Deposit.*

**3. Am I required to have a guarantor?**

Yes. *All applicants must have a guarantor regardless of your age, employment, marital status, or any other personal factor. Applicants who are in foster care or who have an agency that will pay their housing fees may submit a letter on agency letterhead making the commitment to function as a guarantor.*

**4. Once I submit my application, do I have housing?**

*Not at that step. There is a review process that must happen first. Submitting the application does not guarantee you will have housing.*

**5. How do I find out if I have housing?**

*You will be notified via your ACM student email at each step of the process, so you should check your ACM student email daily.*

**6. 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. For detailed information about services, the helpful personnel, and how to request accommodations, see <https://www.allegany.edu/academic-access-and-disability-resources/index.html>.

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.

**7. 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. Contracted residents must move-in during the dates/times available and are not permitted to move in other dates unless you are required to be here early for an academic program or a sports team activity; if you must be here early, you must submit a separate request for a supplemental contract with verification from the ACM program or coach.

**8. 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.

**9. 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.

**10. 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.



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W I L L O W B R O O K   W O O D S

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# APPLICATION MATERIALS

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*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.*

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**Application should be emailed to [willowbrookwoods@allegany.edu](mailto: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 12 (+page 13 if you are a minor).*



## *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!*

Residence Life and Student Affairs



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

# STUDENT HOUSING INFORMATION SHEET 2024-2025

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

1 NAME: \_\_\_\_\_  
(FULL LEGAL NAME) LAST FIRST M

2 STUDENT NUMBER: \_\_\_\_\_

3 DATE OF BIRTH: \_\_\_\_\_

4 SOCIAL SECURITY #: \_\_\_\_\_

5 MAILING ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

6 HOME TELEPHONE: \_\_\_\_\_

7 CELL PHONE: \_\_\_\_\_

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?) ☐ YES ☐ NO  
*If you answered yes or if public records check reveal such a court history, you will be required to complete an additional form that will be sent to you via email.*

9 Have you ever been disciplined by any college or suspended/expelled by any college for any reason? ☐ YES ☐ NO  
*If yes, please explain.*  
\_\_\_\_\_  
\_\_\_\_\_

I completed this information myself.

X \_\_\_\_\_  
APPLICANT'S PRINTED NAME

X \_\_\_\_\_  
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: \_\_\_\_\_

6 CELL PHONE: \_\_\_\_\_

7 SOCIAL SECURITY #: \_\_\_\_\_  
U.S. RESIDENTS

8 DATE OF BIRTH: \_\_\_\_\_

9 ANNUAL INCOME: \_\_\_\_\_

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? ☐ YES ☐ NO

11 DO YOU: ☐ OWN ☐ RENT? 

12 YEARS AT CURRENT RESIDENCE: \_\_\_\_\_

13 LIST ANY PRIOR ADDRESSES: \_\_\_\_\_  
\_\_\_\_\_

14 X \_\_\_\_\_  
GUARANTOR'S SIGNATURE



# 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

# MENINGITIS & COVID 19 VACCINATIONS OR WAIVERS

To live on campus, all applicants must read this important information about the greater public health risks of highly contagious and dangerous illnesses that are unique to congregate living environments – such as on-campus housing – because of routine proximity to others. Students who live in Willowbrook Woods have a high risk of exposure to both meningitis and to Covid-19. Vaccinations against both illnesses are extremely effective in preventing serious illness, hospitalization, and death. Vaccines are extremely safe, and vaccinated persons also have lower chance of transmitting the virus to others. Therefore, we encourage all Willowbrook Woods residents to be fully vaccinated prior to move-in. All applicants are strongly urged to be informed and to consult with their primary care provider about these dangerous illnesses and their respective vaccines. All students are required to comply with the College's Infectious Disease and Condition Policy.

Read all reading the information about Meningitis and Covid 19 that is provided to you on the last page of the Willowbrook Woods application packet. You must EITHER provide verification you have been vaccinated OR sign a waiver that you know and accept the risk to live on campus unvaccinated. It is your choice. Please make it a safe, informed choice.

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

## MENINGITIS VACCINATION

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

\_\_\_\_\_ **I am vaccinated** and 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 Meningitis vaccine.** If I plan to be vaccinated later or choose to be vaccinated later, I will update my records at that time.

## 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 vaccinated** and 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 I plan to be vaccinated later or choose to be vaccinated later, I will update my records at that time.

## STUDENT CERTIFICATION:

- I have read and understand this document.
- I have had the opportunity to read the illness information provided and to ask questions.
- I understand it is my responsibility to have accurate information about the Meningitis and Covid-19 vaccines.
- I understand that it is my responsibility to consult a qualified health care provider about the vaccinations.
- I certify that any vaccination documentation I submit 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 meningitis and/or COVID-19 or any vaccinations I receive.
- Allegany College of Maryland and Willowbrook Woods reserves the right to modify Covid protocols/practices as needed or health/safety.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

11 Parent signature if student is under 18 years of age: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# 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.

# WAIVER & CONSENT TO AGE 18 REQUIREMENT (2024-2025)

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 8/16/24**

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**

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

# MENINGITIS & COVID 19 INFORMATION

To live on campus, all applicants must read this important information and should consult their primary care provider.

## MENINGITIS

### What is Meningococcal Disease?

Meningitis is rare but can be life threatening. There are different forms of meningitis (including Meningococcal Disease) with different causes and treatments. It is highly contagious. From the CDC: Meningitis is an inflammation (swelling) of the protective membranes covering the brain and spinal cord. A bacterial or viral infection of the fluid surrounding the brain and spinal cord usually causes the swelling.

More and detailed information is available here:

[https://www.cdc.gov/meningitis/index.html#:~:text=Meningitis%20is%20an%20inflammation%20\(swelling,infections%20also%20can%20cause%20meningitis.](https://www.cdc.gov/meningitis/index.html#:~:text=Meningitis%20is%20an%20inflammation%20(swelling,infections%20also%20can%20cause%20meningitis.)

And here:

Maryland Department of Health & Mental Hygiene :

<https://health.maryland.gov/phpa/pages/Meningococcal-Disease.aspx>

World-renowned Mayo Clinic and Cleveland Clinic:

<https://www.mayoclinic.org/diseases-conditions/meningitis/symptoms-causes/syc-20350508>

<https://my.clevelandclinic.org/health/diseases/14600-meningitis>

Information about the meningitis **vaccine** is here:

<https://www.cdc.gov/vaccines/vpd/mening/index.html>

## COVID-19

COVID-19 is a highly contagious disease caused by a respiratory virus; Covid-19 caused a major pandemic beginning in 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.

More detailed information is available here::

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

And here:

World Health Organization: [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

Maryland Department of Health & Mental Hygiene: <https://health.maryland.gov/covid/Pages/default.aspx>

Information about COVID 19 vaccine is here:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

Allegany College of Maryland's Infectious Disease and Condition Policy is here:

<https://www.allegany.edu/drug-and-alcohol-information/index.html>

All students must comply with the reporting requirements of this policy and follow directions. Report positive test results to Student Affairs.



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

**WILLOWBROOK WOODS  
STUDENT HOUSING COMPLEX**

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12401 Willowbrook Rd, SE, Cumberland, MD 21502 | 301-784-5368 | [www.allegany.edu](http://www.allegany.edu)  
Email: [willowbrookwoods@allegany.edu](mailto:willowbrookwoods@allegany.edu)

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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](mailto: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](http://allegany.edu/policy-mandates).