Make Willowbrook Woods your home away from home!

W I L L O W B R O O K  W O O D S
STUDENT HOUSING COMPLEX

at ALLEGANY COLLEGE of MARYLAND’S
CUMBERLAND CAMPUS

APPLICATION PACKET

12401 Willowbrook Rd, SE, Cumberland, MD 21502 | 301-784-5638 | FAX: 301-784-5068 | www.allegany.edu
email: willowbrookwoods@allegany.edu
W I L L O W B R O O K  W O O D S
STUDENT HOUSING COMPLEX
at ALLEGANY COLLEGE of MARYLAND’S CUMBERLAND CAMPUS

COSTS:

APPLICATION FEE: $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.

APPLICATION FEES CAN BE PAID BY CONTACTING THE BUSINESS OFFICE MONDAY THROUGH FRIDAY FROM 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: $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.

Spring ONLY Housing Fees: $3,000

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.

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.
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

**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

**Bathroom (7’ x 7’)*:**
- Bath/Shower
- Sink with a cabinet underneath
- Mirror/Medicine Cabinet
- Toilet

**Balcony (8.5’ x 8.5’):**
- Storage closet – suggested for boxes and non-valuable items
- Balcony Light

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

CONTACT INFORMATION:

Application and General Information: 301-784-5638  |  Application Fees and Housing Payments: 301-784-5227
Website: www.allegany.edu  |  Email: willowbrookwoods@allegany.edu
APPLICATION PROCESS

1 STEP ONE: GETTING STARTED AT ACM AND WILLOWBROOK WOODS:
✓ Apply to Allegany College of Maryland and be accepted.
✓ Apply for financial aid and make sure your financial aid file is complete.
✓ Register for classes
✓ Read Willowbrook Woods Application Packet in its entirety.
✓ Print and Submit pages 8-17 of Willowbrook Woods Application.

2 STEP TWO: COMPLETED WILLOWBROOK WOODS APPLICATION:
For your application to be considered, it must be complete. All these items are required:
✓ Application Fees (this fee is non-refundable and waivers aren’t accepted)
  • Fall Application Fee
    - Standard $100: Applications received by July 31st
    - Late $150: Applications received after July 31st
  • Spring Application Fee
    - Standard $100: Applications received by November 30th
    - Late $150: Applications received after November 30th
✓ Information Sheet
✓ Essays/Questions
✓ Roommate Matching Form
✓ Expectations Sheet
✓ Reference Form/Questions
✓ Meningitis Form
✓ Emergency Information Form
✓ Under 18 Waiver and Consent (if not 18 by move-in)

• The application will NOT be processed until it is complete. (Applicant will be notified via student email [i.e., student@student.allegany.edu].)
• Submit all application materials to: Willowbrook Woods, 12401 Willowbrook Road SE, Cumberland, MD 21502-2596 or email to willowbrookwoods@allegany.edu or fax to 301-784-5068
• 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) 784-5638 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, 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. 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:**

The applicant’s ability to pay the full value of the housing contract must be verified based upon credit, financial aid, and other financial information. Financial approval is determined by the College’s Finance Department. At this step, communication about your application status will be with the Business Office.

Email businessoffice@allegany.edu or call (301) 784-5227 if you have questions or need information about your financial status.

This is normally the longest step in the application review process. You cannot be offered housing unless/until you are financially approved. If you are financially approved, you will be sent a Payment Plan Agreement to your student email along with directions for paying the $300 Security Deposit. Your Payment Plan Agreement will determine whether and when you must make a payment toward housing fees.

**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, but if you change your mind and decide not to come, the deposit is forfeited as a cancellation fee. Written notice is required. You will need to contact the Business Office about any refund for which you may be eligible. (Call 301-7684-5227 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 A 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.
## Your College Budget Worksheet

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Monthly</th>
<th>Semester</th>
<th>School Year</th>
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<tr>
<td>Pell Grant</td>
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<td>Subsidized Loan</td>
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<td>Unsubsidized Loan</td>
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<td>Parent Plus Loan</td>
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<td>Scholarship</td>
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<td>Less: Loan Fees</td>
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<th>Other Income:</th>
<th>Monthly</th>
<th>Semester</th>
<th>School Year</th>
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<td>Support from home/guarantor</td>
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<td>Anticipated Work-Study (Not guaranteed)</td>
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<td><strong>Total Other Income:</strong></td>
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<th>ACM Fixed Costs</th>
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<th>Semester</th>
<th>School Year</th>
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<td>Tuition &amp; Fees</td>
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<td>Books</td>
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<td>Housing Fees</td>
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<td><strong>Total ACM Costs:</strong></td>
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<th>Personal Living Expenses</th>
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<th>Semester</th>
<th>School Year</th>
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<tr>
<td>Groceries / Food</td>
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<td>Personal Care / Hygiene</td>
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<td>Laptop / Tablet</td>
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<td>Café Meal Cards</td>
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<td>Cell Phone</td>
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<td>Cable / Internet</td>
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<td>Gas (Car)</td>
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<td>Bus Pass</td>
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<td>Car Insurance</td>
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<td>Renters Insurance</td>
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<td>Medical / Dental</td>
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<td>Clothing</td>
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<td>Entertainment</td>
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<td>Haircut / Mani / Pedi</td>
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<td>Other</td>
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<td><strong>Total Personal Living Expenses:</strong></td>
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<th>Total Expenses:</th>
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<th>Semester</th>
<th>School Year</th>
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<th>Income - Expenses</th>
<th>Monthly</th>
<th>Semester</th>
<th>School Year</th>
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WILLOWBROOK WOODS

APPLICATION MATERIALS

All application materials should be received in full by:

JULY 31 FOR FALL SEMESTER
NOVEMBER 30 FOR SPRING SEMESTER

*Applications received after these dates are considered late.

Application Should be Faxed to 301-784-5068
or emailed to willowbrookwoods@allegany.edu
or can be mailed to: 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. 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 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 to 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 email, not WebAdvisor, so be sure to monitor your Allegany College of Maryland student email account which has already been assigned to you.

We look forward to receiving your application!

Gerry Geil, Director of Residence Life
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

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<td><strong>STUDENT NUMBER:</strong>__________________________________</td>
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<td><strong>3</strong></td>
<td><strong>DATE OF BIRTH:</strong> ___________________</td>
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<td><strong>4</strong></td>
<td><strong>SOCIAL SECURITY #: _______________________________</strong></td>
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<td><strong>5</strong></td>
<td><strong>MAILING ADDRESS:</strong> ________________________________</td>
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<td><strong>6</strong></td>
<td><strong>HOME TELEPHONE:</strong> ________________________________</td>
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<td><strong>7</strong></td>
<td><strong>CELL PHONE:</strong> ________________________________</td>
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<td><strong>8</strong></td>
<td><strong>2020-2021 CONTRACT TERM FOR WHICH YOU ARE APPLYING CHOOSE ONE:</strong></td>
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I completed this application and information myself

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.

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<td><strong>1</strong></td>
<td><strong>NAME OF GUARANTOR:</strong> _______________________________________________________________________________________________________</td>
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<td><strong>2</strong></td>
<td><strong>ADDRESS:</strong> ________________________________</td>
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<td><strong>3</strong></td>
<td><strong>RELATIONSHIP TO APPLICANT:</strong> ____________________________________</td>
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<td><strong>4</strong></td>
<td><strong>E-MAIL ADDRESS:</strong> ________________________________</td>
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<td><strong>5</strong></td>
<td><strong>HOME PHONE:</strong> ________________________________</td>
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<td><strong>6</strong></td>
<td><strong>CELL PHONE:</strong> ________________________________</td>
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<td><strong>7</strong></td>
<td><strong>SOCIAL SECURITY #: _____________________________________________</strong></td>
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<tr>
<td><strong>8</strong></td>
<td><strong>DATE OF BIRTH:</strong> ________________________________</td>
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<tr>
<td><strong>9</strong></td>
<td><strong>ANNUAL INCOME:</strong> ______________________________________________</td>
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<tr>
<td><strong>10</strong></td>
<td><strong>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?</strong></td>
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<td><strong>11</strong></td>
<td><strong>DO YOU:</strong></td>
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<tr>
<td><strong>12</strong></td>
<td><strong>YEARS AT CURRENT RESIDENCE:</strong> ________________________________</td>
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<tr>
<td><strong>13</strong></td>
<td><strong>LIST ANY PRIOR ADDRESSES:</strong> ______________________________________________</td>
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X

GUARANTOR’S SIGNATURE
**ROOMMATE MATCHING FORM**

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

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<tr>
<td>1</td>
<td>Name: (FULL LEGAL NAME) LAST FIRST M (check all that apply):</td>
</tr>
<tr>
<td>2</td>
<td>Student Number:</td>
</tr>
<tr>
<td>3</td>
<td>Preferred Name/Nickname:</td>
</tr>
<tr>
<td>4</td>
<td>Age: * You must be 18 years of age at move-in.</td>
</tr>
<tr>
<td>5</td>
<td>Cell Phone #:</td>
</tr>
<tr>
<td>6</td>
<td>E-mail Address: @student.allegany.edu</td>
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<tr>
<td>7</td>
<td>Housing Status: New Applicant Returning Resident</td>
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<tr>
<td>8</td>
<td>Program or Major (must be degree-seeking):</td>
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<tr>
<td>9</td>
<td>Gender Identity: Male Female Transgender Other (please specify) Prefer Not To Disclose</td>
</tr>
<tr>
<td>10</td>
<td>If available, I prefer to live in: Male Female Gender Neutral apartment.</td>
</tr>
<tr>
<td>11</td>
<td>Room/Roommate requests (if any):</td>
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Willowbrook Woods complies with non-discrimination law and strives to be sensitive to all students’ needs.

**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.**

**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.

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<td>Signature of student Date</td>
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Applicant must be 18 years of age by move-in.
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 you looking for in a roommate? ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

2. What are three things you want your future roommate(s) to know about you? ________________________________________________

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

3. How would living at Willowbrook Woods further your academic and career goals? _____________________________

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________
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.

Signature of student ______________________ Date __________
Signature of guardian (if not yet 18) ______________________ Date __________

Applicant must be 18 years of age by move-in.

COMPLETE AND SUBMIT THIS PAGE REQUIRED FOR APPLICATION TO BE COMPLETE.
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: ____________________________________________ @student.allegany.edu

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

☐ the undersigned, waive the right of personal access to this recommendation.

☐ the undersigned, retain the right of personal access to this recommendation.

Χ Signature of student Date Χ Signature of guardian (if not yet 18) Date

Applicant must be 18 years of age by move-in.

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:

Allegany College of Maryland
Willowbrook Woods
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: Χ __________________________ Date: _______________________

Continued on Next Page...
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 their education and their long-term goals:
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________

Please comment on the applicant’s ability to relate to, interact with and respect people that are different than themselves.
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________

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.
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________

WILLOWBROOK WOODS AT ALLEGANY COLLEGE of MARYLAND
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 meningococcemia, infection of the bloodstream by this bacterium.

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

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

Symptoms to Look For:
- High fever
- Nausea and vomiting
- Severe headache
- Stiffness and pains in the neck, shoulders and back
- Skin rash of small bright red spots

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

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

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

A vaccine is available to prevent some types of meningococcal disease

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

e.g., home phone, work phone

Emergency Contact Person #2:

Relationship: ___________________________________________________________

Cell phone: (_____) __________________________________________

Alternate phone: (_____) ________________________________________

e.g., 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 (2021-2022)

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 8/19/2021 for Fall 2021 Semester OR 1/10/21 for Spring 2021 Semester?
If so, stop. Your application is done.

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

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

1. 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.

2. We understand that it is our private responsibility to provide for the minor’s daily living needs including food, toiletries, clothing, and other necessities.

3. 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.)

4. We understand that unforeseen emergencies (i.e., 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.

5. 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).

6. 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.

7. 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.

8. 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.

9. 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 __________
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?**

   When will I be able to move into Willowbrook Woods? If you are offered a student housing contract you will receive information on how to schedule your move-in day and time.

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

   All applicants to 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?**

   What happens if I am not offered a student housing contract? Consider off-campus campus options, a courtesy listing is available by contacting Student & Legal Affairs at 301-784-506. If you choose not to attend ACM, you must withdraw the last business day before classes at 4:00pm. Contact Admissions/Registration at 301-784-5199 for assistance. Failure to withdraw from classes can result in you having a bill for tuition / fees.

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

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

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

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

Non-Discrimination Statement: 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 and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries related to this policy, please contact:

Dr. Renee Conner, Dean of Student and Legal Affairs
Title IX Coordinator | ADA/504 Coordinator
12401 Willowbrook Road | Cumberland, MD 21502
College Center 152
301-784-5206 | rconner@allegany.edu
www.allegany.edu/title-ix
www.allegany.edu/ADA-504

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 Procedures. For full details on these key policies, please visit the Allegany College of Maryland website at allegany.edu/policy-mandates.