



EMOTIONAL SUPPORT ANIMAL AGREEMENT

Animals, including pets, **are not** permitted in Upper Iowa buildings or residences.

Students with disabilities who require the use of Emotional Support Animals as a reasonable accommodation may be permitted to bring such animals on campus provided they have submitted all documents required and **receive approval first.**

An ESA that has not been approved before coming to campus is considered an **unregistered animal** and a fine of \$500 will be charged to the student.

UIU reserves the right to make decisions on a case-by-case basis and as new information becomes available.

The accommodation to have an ESA are valid for the current academic year and must be renewed each academic year.

Deadline Dates:

- o **July 1, 2025** for current students with an ESA for the upcoming academic year: Updated documentation and request for the specific housing accommodation must be submitted to Accessibility Services by July 1. **Current students must renew their request for an ESA each academic year.**
- o **July 21, 2025** for incoming new and first-year students for the upcoming academic year: Request for specific housing accommodation and documentation must be submitted to Accessibility Services by July 21. While applications submitted after these dates will be accepted and considered, we cannot guarantee the ESA will be able to come on campus at the beginning of the academic year.
- o **November 3, 2024** for new students for the upcoming spring semester

An Emotional Support Animal (ESA) is an animal selected to play an integral part of a person's on-going treatment process must be prescribed to an individual with a disability by a physician or mental health professional.

BEFORE a student may bring the requested ESA to campus, the student must be officially approved by Accessibility Services following the ESA request process. This includes:

- Meet with Accessibility Services
- Sign the ESA Agreement
- Submit the ESA Application
- Submit a photo of the proposed ESA
- Provide a written statement as to how the ESA will support your disability.
- Complete the ESA In Case of Emergency form identifying an off-campus person who can immediately take possession of the animal if needed.
- Student must confirm that they have communicated their intent to bring the ESA with current and/or future roommates. Roommates must meet with Residence Life to fill out Roommate Agreement
- Healthcare provider must submit Provider Verification Form directly to accessibility@uiu.edu

Provider Verification Form: In order to ensure the provision of reasonable and appropriate housing accommodations for students with disabilities, Accessibility Services requires documentation from a licensed provider with expertise in the area of diagnosis that provides verification of the disability. The supportive documentation must verify that you meet FHA's definition of a person with a disability, describes how the animal will assist you and shows the relationship between your disability and the need for assistance. This documentation must show consistent care with a provider who can give a diagnosis(es) and be able to validate an accommodation for an ESA.

Additionally, an ongoing relationship with the provider should be demonstrated. Ongoing relationship with the provider is defined as 1 year.

The student's *healthcare provider must* send the **Provider Verification form via their office email directly** to accessibility@uiu.edu.

Medical information may not be submitted directly by the student.

The following are examples of documents are **not** considered acceptable forms of documentation:

- Documentation from an unlicensed or non-healthcare provider
- Correspondence from healthcare providers not directly addressed to Upper Iowa Student Accessibility Services
- Handwritten patient records or notes from patient charts
- Diagnosis on prescription pads
- On-line certificate
- Self-evaluation found on the internet or in any print publication
- Research articles

Under no circumstances, can an animal be on the UIU campus until the student has been through the entire ESA process with both Student Accessibility Services and Residence Life.

An animal on campus without prior approval will be considered an **unregistered animal** and fines for this start at **\$500.00**

An ESA on campus when not approved is considered a prohibited possession.

The Resident is solely responsible for cleaning up after and properly disposing of the ESA's waste in a safe and sanitary manner. ESA dogs must be "housebroken" (no puppy pads), and ESA cats must be litter box trained. Other smaller animals (i.e. gerbils, rabbits, guinea pigs etc.) must be caged and may not be left loose in the student's room

The Resident is solely responsible for the animal's well-being, care, and cleaning, including regular feeding, bathing, grooming, daily care, and veterinary services.

The ESA is not permitted in other students' rooms, or other commonly shared public spaces of the University such as classrooms, academic buildings, administrative buildings, libraries, dining service areas, or fitness center.

The owner must ensure the ESA is well cared for at all times, providing animals with appropriate care, including food, water, shelter, health care and humane treatment. Any evidence of mistreatment, abuse, neglect, or leaving the ESA unattended overnight or for unreasonably long periods of time (more than six hours) may result in the immediate removal of the ESA.

Factors when Determining if the Presence of the ESA is Reasonable: Decisions are made on a case-by-case basis. In addition to the documentation provided, the University may consider the following factors, among others, in determining whether the presence of the animal is reasonable or in the making of the housing assignment:

1. Whether the assigned housing space can accommodate the animal, given its size and the size of its crate.
2. Whether the animal's presence would negatively impact another student's experience living on campus or force another student to change housing (e.g., if another student is allergic to the ESA).
3. Whether the animal's presence would violate other individuals' right to peace and quiet enjoyment of the residence.
4. Whether the animal is housebroken and able to live with others in a clean and reasonable manner.
5. Whether the animal's presence imposes an undue financial and/or administrative burden on the University.

6. Whether the animal poses or has posed a direct threat to the individual or others, including whether the animal has injured or engaged in aggressive behavior towards other.

7. Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

8. Whether the student has previous campus animal rules violations. Such violations may impact the student's approval for an ESA.

The owner will be financially responsible for expenses incurred above a standard cleaning or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the ESA.

The ESA owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as deemed necessary. The Office of Residence Life will conduct inspections. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a University-approved pest control service. The ESA owner will be billed for the expense of any necessary pest control treatment.

The owner of an ESA may be asked to remove the ESA from University facilities if the owner or ESA fails to comply with the Rules and Responsibilities in this Policy and other University Policies.

Animals that have been abandoned or found on university property or within university facilities that are not a part of a university-sponsored program may be impounded and/or placed with a third party, at the expense of the owner or individual who claims the animal.

University Authority: The University has the authority to temporarily or permanently exclude an ESA from its grounds or facilities if its behavior is unruly or disruptive, it is in ill health or habitually unclean. The University has a "one-bite" standard which requires an assistance animal to be removed from university property after the ESA has been found responsible for a single occurrence of biting or other aggressive behavior. The University reserves the right to move the owner/handler and the assistance animal to other space on campus due to health or safety needs of other residents who reside in the same building with the assistance animal. The University may deny access of an ESA if: the animal is out of control and its handler does not take effective action to control it; the animal is not housebroken (i.e., trained so that, absent illness, the animal controls its waste elimination); the animal causes or has caused excessive damage to university property or the property of others beyond reasonable wear and tear; or the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices and procedures. The University may remove the animal if the resident fails to comply with any of their responsibilities under this Agreement. The decision to exclude an ESA from the University will be made by the Assistant Vice-President for Student Life and Assistant Director of Accessibility Services. Prior to removal, a resident may receive a written warning. However, immediate removal may be necessary in certain situations.

Annual Proof of Current Vaccinations and Certification of Health: The owner/handler will provide Accessibility Services with appropriate documentation from a licensed veterinarian confirming vaccinations, pest treatments, and annual health check-up prior to moving the specific ESA into the residential facility, and then on an annual basis if the specific ESA continues to live in the UIU housing system. The owner/handler must ensure that the Emotional Support Animal remains current on vaccinations and preventative treatments for pests common to the specific ESA. Emotional Support Animals must wear the appropriately required valid vaccination tag(s).

Annual ESA Care Plan

Owner/Handler Information

Name:

Home Address:

City, State, Zip:

Cell Phone:

Campus Address:

ESA Information

Animal Name: _____

Emotional Support Animal Profile:

Animal's name -

Type of animal -

Age, weight and sex of animal -

Description of animal (color, markings) -

Relevant medical history -

Microchip number (if applicable) -

Breed: _____

Sex: _____ Spayed or Neutered: _____

Detailed Description: _____

Daily Care Schedule and Hygiene

(i.e. when the animal will be fed, exercised, sanitation/waste-relief schedule, and cleanup procedures for feces and urine)

Feeding:

Sanitation:

Exercise:

Away ESA Care – This is a person on campus that can care *short-term* for your animal if you are off campus for athletic, club, or Student Life activity. All care must be provided to the animal in your residence. The animal may not be taken to another person’s room.

I, _____ (owner’s name) _____ (Student ID#), owner of the emotional support animal described above, authorize _____ (contact name) _____ (Student ID#) to provide short-term care for my ESA.

Signature of short-term caregiver signature _____

I have read and understand my responsibilities as an owner of an emotional support animal, as outlined above. Should I fail in violating the rules and responsibilities identified above, I understand my approved accommodation may be suspended, I may be required to remove the ESA from University facilities, and I may be charged with violating student policies.

Signed: _____ Date: _____

