



## REQUEST FOR SERVICES *Emotional Support Animal*

Upper Iowa University, in compliance with the Fair Housing Act (FHA), may allow Emotional Support Animals as a reasonable accommodation in residence hall rooms of students with documented disabilities. While Emotional Support Animals are permitted in university residence hall rooms, apartments, and houses, they are prohibited from public areas such as dining centers, classrooms, computer labs, or other university property.

Students with Emotional Support Animals will be responsible for the ownership of the animal, including caring for, cleaning, maintaining and controlling the animal at all times. Students may be responsible for any cost associated with damages the animal causes to campus property or other persons.

It is important that you, as the student requesting an Emotional Support Animal, complete this form to the best of your ability and return the application to the Student Accessibility Services Office along with documentation from a physician or licensed mental health professional supporting your need for this particular accommodation prior to bringing the animal to campus. The supportive documentation verifies 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 document must demonstrate an ongoing relationship of at least one year with your provider.

Additional, Emotional Support Animals must have current vaccinations on file with Student Accessibility Services.

**Please note that eligibility for accommodations will not be determined until a completed Request for Services form and relevant documentation are on file. You must meet with Student Accessibility Services to discuss your request.**

### GENERAL INFORMATION

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Local Phone number: \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

Preferred Email address: \_\_\_\_\_

If approved, when would this accommodation begin? \_\_\_\_\_

Type of Animal you intend to bring: \_\_\_\_\_

**Housing:** Building \_\_\_\_\_

Room Number \_\_\_\_\_

**Current UIU Student**  Yes  No

Class Status: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate Student  
\_\_\_\_\_ Other

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

**Prospective UIU Student**

\_\_\_\_\_ Not yet admitted to UIU (transfer, prospective incoming freshman, prospective graduate student)

\_\_\_\_\_ Prospective Transfer student (admitted)

\_\_\_\_\_ Prospective Incoming Freshman Student (admitted)

\_\_\_\_\_ Prospective Graduate Student (admitted)

\_\_\_\_\_ Other prospective student. Explain: \_\_\_\_\_

Anticipated Entrance Semester \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

Anticipated Major: \_\_\_\_\_

**STUDENT VERIFICATION**

I verify that the information contained within this document is accurate to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send the completed form and documentation to:**

Student Accessibility  
Services Office  
Upper Iowa University  
605 Washington Street  
PO Box 1857  
Fayette, IA 52142  
Fax: (563) 425-5949  
[accessibility@uiu.edu](mailto:accessibility@uiu.edu)

Chapter 22 Code of Iowa: This information is requested to determine your eligibility for accommodations. Only directory information may be released to third parties. All items are required and therefore incomplete forms may not be processed.



## **CONTRACTUAL AGREEMENT**

### ***Emotional Support Animal (ESA)***

Once a student has been determined to qualify to have an ESA accommodation by Student Accessibility Services, the following additional requirements must be met. Initial by each check:

- ✓ The student must register their approved animal with Student Accessibility Services and Residence Life by providing all necessary documentation at least 30 days prior to the arrival of the ESA. Bringing an animal to campus prior to receiving approval may result in the ESA request being denied.
- ✓ The student is responsible for ensuring all veterinarians recommended vaccinations are completed and documented. Proof of vaccination is required before moving the animal into the residence. Upper Iowa University reserves the right to request an updated verification at any time during the animal's residency. We strongly encourage spaying or neutering your animal.
- ✓ The student must have the animal's University issued ID on them at all times to show that animal is registered with Student Accessibility Services.
- ✓ The student is responsible for properly containing and disposing of the animal's solid waste (e.g. feces) both indoor and outdoor in a timely manner.
- ✓ When Service/Emotional Support animal is in the residence hall, any waste and/or used litter, must be disposed of in an outside trash dumpster. Litter boxes must be placed on mats to minimize contamination of flooring surfaces. Litter boxes must be cleaned and washed weekly.
- ✓ When Service/Emotional Support Animal is outdoors, any solid waste must be immediately retrieved by the student, placed in a plastic bag that is securely tied before being disposed of in an outside dumpster.
- ✓ Students are responsible for feeding and providing clean drinking water for the animal within the confines of their bedroom. Animal food should be kept in a **closed container** within the student's bedroom.
- ✓ If the animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the student to make sure the contaminated area is cleaned up immediately. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility.

✓ Bathing or grooming of the animal is expected to avoid significant odors and/or to manage shedding.

✓ Students are responsible for taking effective precautions to avoid flea and tick infestations. The student's residence may be inspected for fleas, ticks or other pests as needed. If fleas, ticks or other pests are detected during inspection; the residence will be treated using approved fumigation methods by a college-approved pest control service. Student will be billed for the expense of any pest treatment. If the problem reoccurs, the student's contract may be terminated.

✓ The owner will take all reasonable precautions to protect employees, residents, and guests as well as the property of the university and residents. The ESA owners should wash their hands after handling their animal and before entering public spaces. Clothing should be cleaned as much as possible or changed before entering public spaces.

✓ The student is responsible for assuring that the animal does not unduly interfere with the routine activities of the residence halls or cause difficulties for students who reside there.

✓ Sensitivity to residents with allergies, religious restrictions and to those who fear animals are important to ensure the peace of the residential community.

✓ Multiple complaints of nuisance behavior or of excessive animal noise such as crying, barking or meowing, especially when the owner is not around will be grounds for contract termination and removal of the animal from Upper Iowa University.

✓ The animal must be under the care of the student at all times while on University property, including within the residence halls/apartment. It is expected that the animal will be controlled by a leash at all times while on University property.

✓ The animal may be off-leash/harness within the confines of the student's bedroom, but must remain under the control of the student and must be leashed outside of the bedroom, or if a roommate(s)/apartment mate(s) requests leashing. When the animal is unattended, it must remain confined to a kennel, carrier, or habitat in the student's bedroom.

✓ In the event of a fire alarm or any other type of evacuation, owners are solely responsible for the evacuation of their animals. Animals must be secured by leash or animal carrier (for cats and other small animals) in order to be included in evacuation and/or reunification procedures. It is recommended that ESA owners practice evacuating their animals during routine fire drills.

✓ Unlike service animals, emotional support animals are prohibited in indoor areas considered public including, but not limited to, community bathrooms, lounges, dining centers, computer labs, classrooms, office workspaces, and nonresidential facilities on campus.

✓ The animal must not be left unattended for longer than a 6-hour period and may not be cared for by another member of the campus community unless the student has filled out the Away ESA Care form with Student Accessibility Services and named a caregiver for the animal in the owner's absence. The animal must be cared for in the student's room.

✓ There may be surprise check-ins throughout the school year to ensure the welfare of the animal(s) is being taken care of properly. Staff reserve the right to enter your room to make sure that this is being met.

✓ The student is financially responsible for the actions of the animal causing bodily injury or property damage. This includes, but is not limited to any replacement of furniture, carpet, window or wall covering as well as cleaning costs considered above the normal cleaning provided for rooms.

✓ The owner will hold the university blameless in the event that their ESA goes missing. University staff are not responsible for the care or retrieval of the animal in the event the animal escapes or becomes lost.

✓ The ESA agreement and updated vaccination records **must be turned in yearly** if the ESA is still needed in the residence halls. The student must notify Residence Life and Student Accessibility Services in writing if the animal is no longer needed as an emotional support animal or is no longer in residence. To replace one animal with a different animal, the student **must** file a new request.

✓ The student agrees to continue to abide by all other residential policies. An exception to the policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

✓ The student agrees that if the animal needs to be cared for long term, the owner of the ESA must fill out the Emergency Care Provider Form and present their ESA ID to Student Life for the purposes of granting access to the owner's dwelling in order to remove the animal.

✓ Should the animal be removed from the premises for any reason, the student is expected to fulfill their housing obligations for the remainder of the housing contract.

✓ The University shall remove the animal when it 1) poses a direct threat to the health or safety of others, 2) results in a fundamental alteration of a college program or undue administrative burden 3) when signs of abuse and neglect are present.

The first violation of the above requirements will result in a written warning unless the violation is abuse or signs of neglect of the animal, having animal in public facilities such as academic or student center, having your animal unattended for a period exceeding 6 consecutive hours without a designated alternate caregiver, or if the animal presents a direct threat to health and safety of others.

After the first warning any additional violations of the above rules may include fines and educational sanctions and shall result in immediate removal of the animal from Upper Iowa University. If this occurs, the student has a right to appeal the decision through Student Accessibility Services.

By my signature below, I verify that I have read, and agree to abide by, all the guidelines outlined above.

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Student Signature

Date

The above student has provided documentation that supports a request for an emotional support animal (ESA).

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Student Accessibility Services Provider

Date



**REGISTRATION FORM**  
***EMOTIONAL SUPPORT ANIMAL***

Please complete this form and submit it to the Director of Student Accessibility Services in the Office of Student Life, ***at least 30 days prior*** to the arrival of the Emotional Support Animal (ESA) on campus. An ESA may not be brought on campus until the complete application has been received and approved. Complete a new form annually. If any changes in the information about your approved ESA occur. Student is required to have a meeting with the Accessibility Services at the beginning of this process. You can email [accessibility@uiu.edu](mailto:accessibility@uiu.edu) to schedule a meeting.

**Provide the following documentation along with this form:**

- 1. Letter or documentation from veterinarian documenting the ESA's vaccination record as well as future vaccination due dates (if possible). This letter should be on the veterinarian's letterhead, and include a signature.** Local veterinarian contact is also recommended.
- 2. Colored photo of the animal.**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student's Permanent Address: \_\_\_\_\_

Student Hall and Room Number: \_\_\_\_\_

Student's Cell Phone Number (to be used for emergency purposes): \_\_\_\_\_

ESA's Name: \_\_\_\_\_ Type of animal and breed: \_\_\_\_\_

Description of ESA (height, weight, color, etc. – must attach picture)

\_\_\_\_\_

Is the ESA current on recommended vaccinations? Y/N. If no, explain.

\_\_\_\_\_

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**Student Life**

605 Washington Street — PO Box 1857 — Fayette, IA 52142 — 563.425.5268 — [www.uiu.edu](http://www.uiu.edu)





