



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 maintaining and controlling the animal at all times. ESA owners will be held 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 accommodation, 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. 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.

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

Additionally, Emotional Support Animals must have up-to-date vaccinations and photo 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 also 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: _____

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: _____

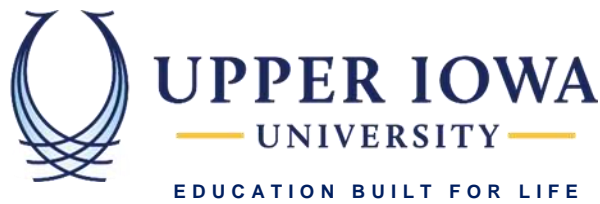
STUDENT VERIFICATION

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) 425-5189
accessibility@uiu.edu



REGISTRATION FORM
EMOTIONAL SUPPORT ANIMAL

Please complete this form and submit it to the Office of Student Accessibility Services in the Office of Student Life, *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. Upper Iowa University reserves the right to deny an Emotional Support Animal Request if an animal is brought to campus without receiving approval from the Office of Student Accessibility Services. Complete a new form if any changes in the information about your approved ESA occur. Students are required to meet with Student Accessibility Services at the start of the request for accommodations process. You can email accessibility@uiu.edu to schedule a meeting.

Provide the following documentation along with this form packet:

- 1. Letter or documentation from veterinarian documenting that the Emotional Support Animal is up-to-date on legally required vaccines.**
- 2. Color photo of the animal.**
- 3. A written statement describing how the presence of this animal would improve your quality of life.**

Student Name: _____ Student ID Number: _____

Student's Permanent Address: _____

Student's 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 photograph)

Is the ESA current on recommended vaccinations? Yes No If no, explain _____

Emergency Caregiver Contact Information for the ESA if owner is unavailable (Must be someone off-campus):

Name: _____

Address: _____

Phone Number: _____ Relationship to Student: _____



Agreement for Emotional Support Animals (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 in the space provided:

Initial

- ✓ 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).
 - 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.
 - 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. The Residence Life staff will schedule the inspection. 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 is 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 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, support animals are generally 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. Requests for permission to have support animals in residence or in public areas must be made in writing to the Student Accessibility Services Office (student request) or Human Resources (employee request).
- ✓ 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.

- ✓ 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 is to be left unattended for longer than 6 consecutive hours, the owner of the ESA must fill out the Care Contact form and present their ESA ID to Student Life for the purposes of granting access to the owner's dwelling in order to care for the animal in the owner's absence.



- ✓ 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 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 violation of the above rules 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.

Print Name

Student Signature

Date

Residence Life

Date

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

Student Accessibility Services Provider

Date

Upper Iowa University reserves the right to amend this policy and contract at any time as circumstances require.



Acknowledgement of Contract

I, _____ acknowledge, represent, and agree that I have read this ESA Contract, fully understand its terms, and understand that I am responsible for the care and behavior of my animal(s). I understand that if my animal(s) is found to be without proper care and attention or under the care of another student that is not named as the emergency care giver then the animal(s) will no longer be welcomed on UIU Property. Student Accessibility Services has the right to assign any UIU employee to take temporary possession of the said animal(s) if animal(s) is abandoned or neglected and care for the animal(s) until animal(s) is retrieved by the owner. I understand that I have 3 days to retrieve my animal(s) in accordance with Iowa Law and if the animal(s) is not retrieved within the time limit of 3 days, it is understood that I am giving up my right to the animal(s), including the right to sue. The animal(s) shall be taken to a shelter and put up for adoption. I, _____ confirm that I am signing this Agreement freely and voluntarily and intend that my signature below to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Print Name

Student Signature

Date

Student Accessibility Services Provider

Date



Emotional Support Animal/Service Animal ("Assistance Animal") Roommate Agreement Form:

This letter informs you that your roommate (ESA Applicant Name): _____ has applied for an Assistance Animal.

Name and Breed of Animal(s): _____

If approved, the animal(s) will reside in your shared assigned living space. Please note that Upper Iowa University will not permit Assistance Animals if they would cause substantial physical damage to the property of others, pose an undue financial and administrative burden, or fundamentally alter the nature of the provider's operations. For example, if a roommate has asthma, allergies, or fear of the animal, it is not reasonable for the animal to live in that particular room/apartment. In these instances, efforts will be made to find an alternative housing arrangement. Students with medical conditions affected by Assistance Animals are asked to contact the Office of Student Life if they have a health or safety-related concern about exposure to the Assistance Animal. The University is also prepared to provide reasonable accommodations to individuals with such medical conditions that require accommodations when living in a space with an Assistance Animal. The office of Student Life and the office of Student Accessibility Services will resolve any conflict in a timely manner. The University will consider the conflicting needs and/or accommodations of all residence students involved.

All roommates, suite-mates, or apartment-mates of the handler/animal owner must sign this Roommate Agreement allowing the Assistance Animal to reside in his/her residence. If one or more roommates, suite-mates, or apartment mates do not sign this Agreement or approve, the Handler and the Assistance Animal may be moved to a different location. I have read this Agreement and the University's Animal Policy and understand that an Assistance Animal will reside in my room/suite/apartment. I agree to allow the Emotional Support Animal to reside with me. I further understand that if I have a medical condition that would make living with this animal unsuitable, I will contact the Office of Student Life immediately.

Roommate 1 Name: _____ Signature: _____ Date: _____

Roommate 2 Name: _____ Signature: _____ Date: _____

Roommate 3 Name: _____ Signature: _____ Date: _____

Roommate 4 Name: _____ Signature: _____ Date: _____

Residence Life Representative Signature: _____ Date: _____

Student Accessibility Services Signature: _____ Date: _____



Request for Assistance Animal as a Reasonable
Accommodation in Campus Housing: Health Care Professional Form

Requester's Name: _____

Address: _____

Telephone: _____ E-mail: _____

I, _____, intend to request that Upper Iowa University permit me to keep an Emotional Support Animal as a reasonable accommodation in housing for my disability. In connection with that application, I am requesting that you complete this form regarding my disability.

Requester's Signature

Date
