

## **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. 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 Disability Services Office along with documentation from a physician or licensed mental health professional supporting your need for this particular accommodation. 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.

Additional, Emotional Support Animals must have a valid license and current vaccinations on file with Disability Services.

**Please note that eligibility for accommodations will not be determined until a completed Request for Services form and relevant documentation are on file.**

### **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: \_\_\_\_\_

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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)

**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: \_\_\_\_\_

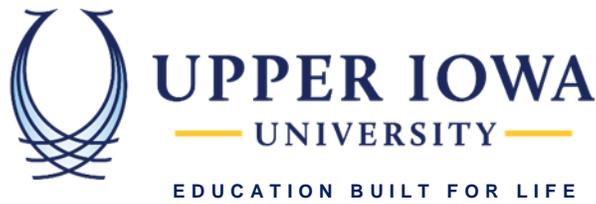
**STUDENT VERIFICATION**

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:**

Disability Services Office  
Upper Iowa University  
605 Washington Street  
PO Box 1857  
Fayette, IA 52142  
Fax: (563) 425-5189  
[disabilityservices@uiu.edu](mailto:disabilityservices@uiu.edu)



**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 if any changes in the information about your approved ESA occur. Student is required to have a meeting with Director of Student Accessibility Services at the beginning of this process.

**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. This letter should be on the veterinarian's letterhead, and include a signature.** Local veterinarian contact is also recommended.
- 2. Letter or documentation from veterinarian documenting that ESA is spay and neuter.**
- 3. Color photo of the animal.**

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? Y/N. If no, explain.

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Alternate/Emergency caregiver\* for the ESA if owner is unavailable:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

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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)



## Agreement for Emotional Support Animals (ESA)

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

- \_\_\_\_\_ ✓ 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.
- \_\_\_\_\_ ✓ 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. The animal must be spayed and neutered if applicable (cat or dog)
- \_\_\_\_\_ ✓ 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).
  - Indoor Service/Emotional Support animal 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.
  - Outdoor Service/Emotional Support Animal solid waste must be immediately retrieved by the student, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.
- \_\_\_\_\_ ✓ Students are responsible for feeding and watering 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 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 through 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 wash their hands after touching 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 or cause difficulties for students who reside there. **Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.**

- ✓ If the noise of the animal such as crying, barking or meowing, especially when owner is not around is excessive to the point of multiple complaints by residents will be grounds for removal of the animal from Upper Iowa University.
- ✓ The animal must be under the care of the student at all times while on college property, including within the residence halls/apartment. It is expected that the animal will be controlled by a leash at all times while on college property, unless performance of a Service Animal's work or tasks related to the student's disability, require the Service Animal to be off-leash. 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 to the Student Accessibility Services Office (student request) or Human Resources (employee requests).
- ✓ 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. Students who must leave for extended periods of time must take their service animal with them while they are not on campus.
- ✓ The student is financially responsible for the actions of the animal, involving 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 aren't it responsible for the retrieval of an animal in the event the animal escapes or becomes lost.
- ✓ *The ESA application 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.
- ✓ 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 exclude/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 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, and 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 Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Accessibility Services Provider

\_\_\_\_\_  
Date



## REQUEST FOR INFORMATION FROM MEDICAL PROVIDER *Emotional Support Animal*

Student's Name: \_\_\_\_\_

Re: Proposed ESA (if identified):

Name: \_\_\_\_\_ Type of animal: \_\_\_\_\_ Age of animal: \_\_\_\_\_

The above-named student has indicated that you are the licensed mental health professional who has prescribed the accommodation of an Emotional Support Animal (ESA) to reside in the student's University housing. Generally, we accept documentation from providers in the State of Iowa or the student's home state. Letters obtained from the internet rarely provide the information necessary to support an ESA request. So that we may better evaluate the request for this accommodation, please answer the following questions:

### **Information about the Student's Disability**

*Pursuant to the Fair Housing Act, a person with a disability is defined as someone who has "a physical or mental impairment that substantially limits one or more major life activities." Pursuant to this definition, does the student have a disability?*

What is the nature of the student's physical or mental impairment(s)? (How is the student substantially limited in major life activities?)

Please identify whether the student is using any measure (i.e. medication, ongoing treatment, therapies, etc.) that mitigates the limitations caused by their impairment(s), and if so, whether those measures are successful.

Please identify how long you have been treating the student for the above impairment(s) and whether this treatment is ongoing.

### **Importance of ESA to Student's Well-Being**

What limitations will be reduced by having an ESA?



Is there evidence that an ESA is currently helping this student or has helped this student in the past?

In your opinion, how important is it for the student's well-being that an ESA be in residence on campus? What consequences, in terms of disability impairment(s), may result if the accommodation is not approved?

Please identify any other accommodation that may be as equally effective as allowing an ESA in University housing.

Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. The named student has signed this form (below) indicating written permission to share additional information with us in support of the request.

Please provide contact information, sign and date this questionnaire.

Contact information: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX and/or Email address: \_\_\_\_\_

Professional Signature: \_\_\_\_\_ Date: \_\_\_\_\_

License #: \_\_\_\_\_

STUDENT (please sign this form before providing it to your licensed health provider to complete):  
By signing below, I consent to allowing my health provider to share any information relevant to my need for an ESA as an accommodation, as shown on this form, with necessary personnel for the next 60 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send the completed questionnaire 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)



### **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 will be no longer welcomed on UIU Property. The Director of Student Accessibility Services has the right to take possession of the said animal if animals is abandoned or neglected and care for the animal until it is retrieve the animal by the owner. I understand that I have 3 days to retrieve my animal in accordance with Iowa Law, after 3 days I have given up my right to the animal and it shall be taken to a shelter and put up for adoption, including the right to sue. 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

\_\_\_\_\_  
Director of Student Accessibility Services

\_\_\_\_\_  
Date