

Housing Emotional Support Animal and Service Animal Policy Agreement

The following policies are applicable to approved Emotional Support Animals and Service Animals residing in campus housing pursuant to the Capital University Emotional Support Animal (ESA) Policy and Capital University Service Animal Policy.

I _____, understand and agree to abide by the following policies:

Owner's Responsibility:

- The care and supervision of the animal is solely the responsibility of the owner. The owner is responsible for ensuring the safety of the animal and the community. The owner must not have any past or current student conduct issues that may impact the owner's ability to care for and effectively control an animal. In addition, the owner must not have a history of abuse or irresponsible behavior related to the animal or others that negatively impacts the owner's ability to ensure the safety of the animal in the community. If the University determines that such conduct issues are negatively impacting the safety of the animal or the community, the University will take appropriate measures, up to and including a determination that the animal may no longer be permitted on campus.
- The owner must be in full control of the animal at all times. The animal must be caged while the student is not present in their University housing, unless the owner's disability prevents its use, or the use of one would interfere with the animal's ability to be of service. The University reserves the right to inspect the cage/container.
- Accessibility Services and Residential Life must be notified in writing if the animal is no longer needed or no longer in residence. Approval of an ESA is animal specific and may not be transferred to another animal. If there is a need to replace an approved ESA, the owner must file a new Accommodation Request Form and understands that Accessibility Services in conjunction with Residential Life will review the request and make a determination.

Animal Behavior Standards:

- The animal must not unduly interfere or adversely affect the routine activities of other residents and neighbors (e.g., barking continuously, growling, howling, crying, etc.). In addition, the animal must not pose a threat to the health, safety, or property of anyone in the community.
- An ESA is only permitted in the owner's room and must be contained within the room at all times. ESAs are not permitted in other University facilities including dining areas, classrooms,

common areas, and other student's rooms except as required for transportation off-campus or to eliminate waste. While outside the owner's room, the animal must be in an animal carrier or controlled by a leash or harness. This is not applicable to Service Animals.

- An animal may not be left overnight or during breaks in University housing without the owner present.
- The owner must notify Residential Life if the animal escapes or is unable to be located within 8 hours.

Animal Care Standards:

- ESA's are only permitted in the owner's immediate living quarters. The animal must be crated when the owner is not in the room, unless the owner's disability prevents its use, or the use of one would interfere with the animal's ability to be of service.
- In accordance with local ordinances and regulations, the animal must receive all required and/or recommended immunizations against diseases. Dogs must have current rabies vaccinations and wear a rabies vaccination tag. The University may request updated verification regarding an ESA's vaccinations at any time during the animal's residency.
- Local licensing requirements must be followed, up-to-date, and on file with Accessibility Services. Service Animal's licensing information is not required to be on file with AS.
- A current emergency contact must be on file with Accessibility Services in case the owner is unable to care for the animal. The emergency contact cannot be a current Capital University student or personnel.
- The animal must be in good health as should be documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis, but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The University has the authority to direct that the animal receives veterinary attention in appropriate circumstances.
- The owner must attend to the daily needs of the animal including feeding, hydrating, attention, and other essential duties to ensure overall welfare.
- The animal must be clean and well groomed, and measures should always be taken for such issues as flea and odor control. The animal may not be bathed in the residence hall bathrooms. The owner's residence may be inspected as needed. If fleas, ticks, or other pests are detected, the residence hall will be treated using approved fumigation methods by a University approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.
- The owner is responsible for ensuring the cleanup of the animal's waste (e.g., urine, excrement, fur, cage shavings, etc.) in an approved area. Animals, their crates, litter boxes, and other related materials may not be cleaned in the common bathrooms. Indoor animal waste must be placed in a sturdy plastic bag before disposal.

Other Policies:

- The college believes that the residence hall is not an appropriate setting to raise a young puppy or kitten, and that generally for ESA's, dogs must be at least 10 months of age and cats must be 6 months of age before they are allowed in to live in-residence.
- Generally, only one animal is allowed per residence unit.
- Accessibility Services or Residential Life may place other reasonable conditions or restrictions on the animal depending on the particular facts and circumstances, including the nature and characteristics of the animal.
- Residential Life may relocate the owner and animal as necessary. A Roommate Agreement must be signed by all students residing in the same room or suite before the ESA is moved into the owner's room. If roommates/suitemates have objections to sharing their living quarters with the animal, someone may be asked to shift to an alternative setting. Such decisions will be made on a case-by-case basis.
- In the event of an emergency, every effort will be made to keep the owner and their animal together. While all reasonable efforts will be made to keep the owner with the animal, the emergency responders' first responsibility will be toward the owner and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances.
- From time to time, the University may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of university housing. The University is not responsible for any harm to the animal caused by such materials.
- The owner must fully cooperate with University personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

Code of Conduct

- The owner is subject to Health and Safety Inspections conducted by Residential Life at any time during the term of occupancy. If there are concerns about the health and safety of the animal or other residence and the owner is in violation of University policy, the University will take appropriate measures, up to and including a determination that the animal and/or student may no longer be permitted on campus.
- The owner agrees to continue to abide by all other University policies, including housing policies.
- The owner is financially responsible for the animal's care and behavior. The owner's financial responsibility includes cost of damages to any University owned property or bodily injury caused by the animal. These costs can include repairs, such as replacement of carpet, furniture, windows, and wall coverings, expenses incurred for required cleaning above and beyond a standard cleaning, and pest control, just as any other resident would be responsible for damages. This will be noted on the Room Condition Form and during the Health and Safety Inspections. The owner is expected to cover these costs at the time of repair and/or move-out.

- If the University determines that the policies have been violated, students are subject to the Student Code of Conduct and the University will take appropriate measures, up to and including a determination that the animal and/or student may no longer be permitted on campus. Should the animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the Capital University housing agreement term.

Emergency Contact Information:

In the event that an owner is quarantined due to COVID-19 or temporarily unable to care for their animal for other reasons, and the owner remains on campus, the animal must be removed until such time as the owner is able to care for it independently again. In the event the animal is no longer permitted on campus pursuant to this policy, the animal must be removed. The listed emergency contact below must reside in non-university housing and will be notified to come to campus to retrieve the animal immediately. It is the owner’s responsibility to inform the emergency contact of their role. Once the student is no longer in quarantine and is able to properly care for their animal, it may return to campus if permitted. Due to COVID-19 developments, the University reserves the right to change these policies and procedures without notice.

Name:
Relationship:
Phone number:
Address:
Email:

Agreement:

Questions related to this policy should be directed to Accessibility Services. I have reviewed the above policies and procedures and agree to abide by the provisions herein.

Student Signature:
Student Printed Name:
Student ID Number:
Date: