

Service and Emotional Support Animal Agreement

Policy Reference:

Pursuant to the Service and Emotional Support Animal Policy, a student who has been granted the accommodation of a service or support animal and resides in University housing must complete and sign this document, as well as provide all required forms of verification referenced herein, to Residence Life before the animal is permitted on campus. If the student has not reached the age of 18 at the request, the signature of a parent or legal guardian is required.

General Responsibility of the Parties:

Residence Life will act in good faith to ensure that the accommodation is implemented in accordance with the policy. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community. The University will work with all parties to meet the needs of the student with the animal as well as students with allergies and animal fears. Residence Life will notify roommates about the animal, including the type and breed, the tasks it performs and any special instructions or circumstances. In the event that the roommate identifies circumstances, such as an allergic reaction, Residence Life will perform due diligence to identify similar, alternate space for either student. However, the student who has been granted the accommodation of a service or support animal is responsible for assuring that the animal does not interfere with the operation of the residence, cause undue difficulties for other residents, or fundamentally alter the living environment.

Instructions:

The student (or parent/legal guardian, if applicable) initials each item below as an acknowledgement that he/she understands the expectations expressed and agrees to exercise the responsibilities and standards addressed. This document must be completed and re-submitted for each academic year while the student resides in University housing.

First Name: _____ Last Name: _____

ID Number: _____ Phone Number: _____

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Animal Size and Weight: _____

Veterinarian Name: _____

Veterinarian Phone Number: _____

Animal provides: _____ Service _____ Support

- _____ Service and support animals must be controlled by handler/student at all times. The student must keep the animal on a leash/lead when the animal is in a public area (e.g. common areas of a residence hall, outdoor on campus, etc.), unless the animal is required to perform a task that it could not accomplish while on a leash/lead or the student is unable to handle a leash/lead, in which case the animal must be kept under control by voice, signals, or other effective means.
- _____ The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations of interactions with and behavior around the animal.
- _____ Generally, support animals are not permitted in any area other than the student's on-campus residence, immediate surrounding area, and in common indoor areas as needed to enter or exit the building.
- _____ The student is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises or personal property.
- _____ Animals must be housebroken or continuously contained in a cage or other device appropriate for the type of animal. The student is responsible for properly containing and disposing of all animal waste and any product that contains or absorbs such waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters. Students will be responsible for any damages caused by the animal's waste.
- _____ In the event that the University establishes designated "elimination areas" for service and support animals, the student agrees to observe those areas for their intended purpose.
- _____ All animals need to have an appropriately-sized cage or aquarium in the student's residence. Animals may not roam freely about the common areas of the building or be allowed to escape from the student's room.
- _____ To reduce the risk of damage to the student's room, food and water dishes must be placed on mats within the student's room and these items should be cleaned in designated areas. To reduce the risk of pests, all animal food must be contained within a covered/sealed storage container.
- _____ Animals cannot be left unattended for more than 12 hours at any time. If the student must be away, the owner must either take the animal with him/her, or make arrangements for the animal to be cared for off campus. It is not the responsibility of the roommate to care for the animal in the student's absence.
- _____ Residence Life staff or designated personnel will inspect the residential unit on a regular basis. If fleas, ticks, or other pests are detected, the unit will be treated using fumigation methods by the

University's approved pest control services. Those costs will be put on the student's account.

- _____ All required immunizations must be up-to-date and a copy of the immunizations must be on file with Residence Life.
- _____ All animals must be registered and licensed in compliance with generally-applicable Village of Lisle requirements. Proof of license and registration must be on file with Residence Life.
- _____ Dogs and cats must be spayed or neutered. A copy of the veterinarian's report must be on file with Residence Life.
- _____ Collars and tags must be worn at all times. A tag identifying the owner and contact information in case of emergency must be worn.
- _____ Animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal. Animals may not be bathed in the bathrooms of any residential facility.
- _____ In the event that the student requires service by the Office of Facilities Management or Information Technology, the student must arrange a time when he/she will be present for the service to be performed.
- _____ The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement or cleaning of damaged furniture, carpet, blinds, etc. The student is expected to cover all costs of returning the unit to the same condition of move-in (other than ordinary wear and tear).

Failure to comply with these expectations will result in a verbal or written warning and an opportunity to mitigate the source of the complaint. Repeated and/or flagrant violations may result in a demand that the animal be removed from University housing.

I have read and agree to all of the terms of the Benedictine University Emotional Support Animal Agreement. I understand that if I have questions, concerns, or need assistance that I will call Residence Life.

Student Signature

Date

Parent Signature if student is under 18

Date