



Lewis University Service and Emotional Support Animal Agreement

First Name: _____ Last Name: _____

Student ID Number: _____ Contact Phone: _____

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Animal size and weight: _____

Veterinarian Name: _____

Veterinarian Phone: _____

The student who wishes to bring a service or support animal must complete this form each year he/she will live in a University Residence Hall. If the student is under the age of 18 then the parent will also sign the form.

Please review each area and initial **each** paragraph.

_____ Animals must be housebroken. The student is responsible for properly containing and disposing of all animal 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.

_____ Animals cannot be left unattended for unreasonable periods of time, and in no event for more than 24 hours at any time. Dogs, in particular, must not 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.

_____ All required animal immunizations must be up-to-date and a copy of the immunizations must be on file with the Academic Services Office.

_____ All animals must be registered and licensed in compliance with generally-applicable city requirements. Proof of license and registration must be on file with the Academic Services Office.

_____ Dogs and cats must be spayed or neutered. A copy of the veterinarian's report must be on file with the Academic Services Office.

_____ Collars and tags must be worn at all times. A tag identifying the owner and contact information in case of emergency must be worn.

- _____ 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.
- _____ Service/Emotional support animals must be controlled by the handler/student at all times.
- _____ The student must keep the service/emotional support animal on a leash/lead when the animal is in a public area (e.g. common areas of a residence hall, outdoors 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.
- _____ Emotional 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.
- _____ Service/Emotional support 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 University residential facility.
- _____ To reduce the risk of damage to the student's room, food and water dishes should 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 should be contained within a covered/sealed storage container.
- _____ The student 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. Sensitivity to residents with respiratory issues, asthma, or 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 those with allergies and animal fears.
- _____ The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- _____ Roommates will be notified about the animal. The notification will include the type of animal, size, and what services/tasks the animal performs. Roommates may request a room change from the Office of Residence Life if they so desire.
- _____ Any time the student requires service by the Office of Facilities Management, if the student's animal will be in the residence, 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).
- _____ The Office of Residence Life or designated personnel will inspect the residential space on a regular basis. If fleas, ticks, or other pests are detected, the space will be treated using fumigation methods by

the University approved pest control services. Those costs are the financial responsibility of the student and will be added to the student's account.

_____ If any of the expectations listed above are not met, the Office of Residence Life will work with the Academic Services Office and the resident to correct the issues. If the issues are not corrected to the satisfaction of Residence Life or Academic Services, or are severe in nature, the animal will be removed from the residence halls on a temporary or permanent basis. The student will still be allowed to reside in the residence hall and participant in all activities of the University.

I have read and agree to all of the terms of the Lewis University Service and Emotional Support Animal Agreement. I understand that if I have questions, concerns, or need assistance that I will contact the Academic Services office or Center or the Office of Residence Life.

Student Signature

Date

Parent Signature (if necessary)

Date

Please return this form and required documentation/records to LearningAccess@lewisu.edu or the Academic Services office in the Learning Resource Center, room 342. Phone: 815-836-5593.