

Arkansas State University Emotional Support Animal Application

Request Process Overview

To be considered for approval to have an animal reside in your on-campus housing residence as an emotional support animal (ESA), students must complete this packet (5 pages) and submit it to the office of Access and Accommodation Services (AAS). A complete packet must also be accompanied by documentation from a qualified healthcare or mental health services provider that supports the student's request to have an ESA in on-campus housing. The documentation should be on the provider's official letterhead and should be written by a provider that is familiar with the student and the use of ESA's as a means of treatment.

Each request will be reviewed on a case-by-case basis by Access and Accommodation Services, University Housing, and Student Conduct. Only completed packets will be reviewed.

Representatives from each office will meet on a weekly basis, or as needed, to review requests as a committee. The committee will contact the student if additional information is needed. Once a decision has been made, the student will be notified via their A-State student email.

Complaints and Violations

Complaints and violations related to the ESA, the policy, or the request process will be reviewed by the committee. Each incident will be reviewed individually and the student will be notified via their A-State student email of any action that needs to be taken. If continued violations occur, the committee reserves the right to require that the ESA be removed from campus housing.

If an animal is required to be removed, the student will receive information on how to request permission to bring the animal back to campus. The committee will review each request individually and base their decision on their level of confidence that previous issues have been addressed and are unlikely to occur again.

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Application Date: / /

Student ID:

Student Name:

A-State Email:

Phone Number:

What residence hall are you assigned to?

What semester will the animal begin residing on campus? *(Circle one)* FALL / SPRING / SUMMER

Emergency Contact Information

This person will be contacted in the event you are injured or otherwise unable to care for the animal.
Your emergency contact may **NOT** be another campus resident.

Contact Name:

Contact Phone:

Contact Address:

Animal Information

Type of Animal:

Breed:

Sex:

Animal Name:

Color:

Age:

Size when fully grown:

Small
(0-15 lbs)

Medium
(16-40 lbs)

Large
(41-80 lbs)

Extra Large
(80+ lbs)

Is your animal house-broken? YES / NO

Do you have a kennel/crate for your animal? YES / NO

If not, are you able to acquire one before move-in? YES / NO

Please provide a current photo of your animal with your application. It can be a physical copy or you can email a copy to dservices@astate.edu

Are you interested in an identifier (i.e. magnet or door tag) that makes staff aware that you have an approved animal? YES / NO

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Emotional Support Animal Expectations

Residents approved to have an Emotional Support Animal (ESA) by Access & Accommodation Services and University Housing are subject to the expectations contained in this document. Please note that this document outlines only the general rights and responsibilities. All residents and their ESA are expected to comply with the rules outlined in University Housing's Service and Emotional Support Animal Standard Operating Procedures, as well as the Arkansas State University Housing Handbook.

- I have completed the ESA Application fully and to the best of my knowledge.
- I have submitted documentation with my application, from a licensed veterinarian, confirming my animal:
 - Is current on all necessary vaccinations.
 - Is in good health.
 - Has no transmittable illnesses.
- I understand the university reserves the right to require updated documentation as needed.
- My animal must be well behaved – this includes abiding by courtesy and quiet hours.
- If University Housing requires pest control due to my animal, I am aware that I will be charged for the service.
- Dogs/cats must always wear a collar or body harness with a tag(s). The tag(s) must provide owner contact information and verification of annual rabies vaccine.
- My animal must be inside a fully enclosed crate or kennel when alone in the campus residence. If I am in a residence with shared common areas, my animal's crate/kennel must be placed inside my assigned bedroom.
- All animals MUST be housebroken/litterbox trained. No alternative bathroom methods (i.e. puppy pads) allowed.
- I am responsible for removing and disposing of all animal waste inside and outside the living unit.
 - Pet waste outside must be scooped, placed in proper plastic bags, and placed in outside trash receptacle.
 - NEVER flush animal waste of any form in a toilet.
- Animals are not to be bathed in University Housing showers, tubs, or sinks. Animals must be bathed in off-campus facilities.

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- I understand my animal must be on a leash/carried and under my control when outside of assigned residence.
- Animals are not to be left unattended on balconies or terraces.
- My animal must only be fed inside my assigned residence.
- My animal is not permitted in other residential rooms and/or common areas.
- In cases where roommates may be allergic/fearful of the animal, Access & Accommodation Services and University Housing will work with all parties involved to provide accommodations based on availability.
- I am responsible for any and all property damage caused by my animal. This includes, but is not limited to replacement of furniture, carpet, window/wall coverings as well as cleaning and/or fumigation costs.

By signing below, I agree that I have read and understand the expectations from Arkansas State University and University Housing concerning my ESA. I understand that violations of these policies may result in disciplinary action up to and including immediate removal of the animal.

Printed Name of Student:

Signature of Student:

Date: _____

Printed Name of Owner (if not student):

Signature of Owner (if not student):

Date: _____

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Assumption of Liability Statement

I, the undersigned, understand that Arkansas State University shall not, under any circumstances, be held liable for any personal injury or damages caused by my animal. I hereby agree to not hold Arkansas State University accountable for any payments, expenses, costs, attorney's fees, and all claims and liabilities for losses or damage to property or injuries to persons caused wholly or in part by, resulting from my animal. Neither University Housing nor Arkansas State University is responsible for supervising the registered animal, nor do they assume liability for the actions of the animal.

Printed Name of Student:

Signature of Student:

Date: _____

Printed Name of Owner (if not student):

Signature of Owner (if not student):

Date: _____