



Disability Services
Animal Registration & Agreement Form
Services/Emotional Support Animal

Student Name: _____ ID#: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Animal's Name: _____

Type of Animal: _____

Physical Description of Animal (Breed, Color, Age):

While an Alternate Caregiver is not required, the student may find it to be helpful to have a designated person in case of emergency. If an Alternate Caregiver is designated, in the event the student is unavailable due to an emergency, the Alternate Caregiver is responsible for fulfilling all obligations of the student set forth within this document for the entire duration of time that the student is unavailable. The University is not responsible in the case of an emergency.

Alternate Caregiver for Animal if Owner is Unavailable:

Name: _____ Relationship: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Please attach the veterinarian's verification that the animal has all current recommended veterinary care and vaccinations to maintain the animal's health and prevent contagious disease.



Disability Services
Animal Registration & Agreement Form
Services/Emotional Support Animal

I acknowledge that the exchange of information may need to take place between the Disability Services office and other Vanguard University staff and/or faculty in order to comply with my needs. I give my permission for such communication when necessary. **Neither the specific diagnosis of my disability nor the specific nature of other confidential concerns will be released.**

I give my permission for Office of Disability Services to discuss my case with the following individuals and/or Departments:

Parents (list their names):

Additional Individuals and/or Departments:

Student Signature

Date



Disability Services *Animal Registration & Agreement Form* Services/Emotional Support Animal

To be allowed to have either a service animal or ESA reside in campus housing, the student must first contact the Office of Disability Services and complete the appropriate documentation requirements. The following guidelines apply to all approved animals and their owners who live in University campus housing.
disabilityservices@vanguard.edu | 714-619-6550

A **Service Animal** is an animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

An **Emotional Support Animal (ESA)** is an animal selected to play an integral part of a person's treatment process. The ESA must demonstrate a good temperament and reliable, predictable behavior. An ESA must be prescribed to an individual with a disability by a physician or mental health professional. An ESA is not a service animal.

Guidelines for Services Animals and Emotional Support Animals (ESA)

An exception to the animal and pet policy is granted for approved animals provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for other residents. If the noise (crying, barking, or meowing especially when student isn't around) is excessive as judged by residence life staff, it is grounds to terminate the student's contract. The animal must be contained within the student's room at all times, except when transported outside the private residential area. An **ESA** is not allowed to accompany the student into classrooms and/or other buildings on campus. **Service animals** only may be taken into hallways, lounges, bathrooms, laundry facilities, or other areas of the residence hall. A **service animal** is allowed to accompany the student into classrooms and/or other buildings on campus.

Agreement for Service Animals and Emotional Support Animals (ESA)

Once a student has been determined by the Office of Disability Services to qualify to have a service animal or ESA in Vanguard University campus housing, the following additional requirements must be met. If state or local licenses are required for the service animal, they must be obtained and kept current in compliance with the local jurisdiction (i.e., dog license) requirements. The university reserves the right to request proof of licensing at any time during the animal's residency. All service animals, if taken outside the residence, must wear identification tag/vests.

Animal Behavior

- 1) A medical service animal accommodation is granted for service animals provided that their behavior, noise, odor and waste do not exceed reasonable standards for a well-behaved pet and that these factors do not create unreasonable disruptions for residents and residential and student service programs staff.
- 2) 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 those who fear animals is important to ensure the peace the residential community.

- 3) Dangerous, poisonous, and/or illegal animals are not permitted.
- 4) The approved service animal must be contained within the private residential area at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.

Animal Health

- 1) All service animals must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is required before moving the animal into the residence. The university reserves the right to request an updated verification at any time during the animal's residency.
- 2) The student's residence may be inspected for fleas, ticks, or other pests as needed. The Resident Life and Housing 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 services. Student will be billed for the expense of any pest treatment. If the problem reoccurs, the student's contract may be terminated.

Animal Cleanliness

- 1) Owners are responsible for properly containing and disposing of all animal fecal waste.
- 2) Indoor service animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
- 3) Outdoor service animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before being disposed of in outside trash dumpsters.
- 4) Litter boxes should be placed on mats on tiled or vinyl bathroom floor so that feces and urine are not tracked onto carpeted surfaces.

Resident (Student) Responsibilities

- 1) The student must register their service animal with Disability and Learning Services through completing and signing the *Animal Registration Form, Animal Guideline & Agreement Form, and providing all necessary documentation.*
- 2) The student is responsible for assuring that the service animal does not 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.



Disability Services
Animal Registration & Agreement Form
Services/Emotional Support Animal

- 3) The student is financially responsible for the actions of the service animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The student is expected to cover these costs upon repair and/or move-out.
- 4) The student is responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to university premises that are assessed after vacating the residence. The university shall have the right to bill the student for unmet obligations.
- 5) The student must notify the Office of Disability and Learning Services in writing if the animal is no longer needed as an ESA or is no longer in residence. To replace one animal with a different animal, the student must file a new request.
- 6) 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.
- 7) Should the animal be removed from the premises for any reason, the student is expected to fulfill her/his housing obligations for the remainder of the housing contract.
- 8) Residence Life and Housing has the authority to relocate a student and the support animal as necessary per current contractual agreements.

Any violation of the above rules may result in immediate removal of the animal from Vanguard University's campus housing. If this occurs, the student has the right to appeal the decision through the Office of Disability Services, which will take the appeal to the Leadership Team of the Vice President of Academic Affairs and Vice President of Student Affairs for a final decision.

By my signature below, I verify that I have read, understand and will abide by the guidelines outlined here, and I agree to provide the additional information required to complete my Request for an Exception to the Pet Policy.

Resident Signature

Date

Resident Director Signature

Date

*The above student has provided documentation that supports a request for a Service Animal or an Emotional Support Animal (*Office Use Only*)*

Office of Disability Services

Date



Disability Services
Animal Registration & Agreement Form
Services/Emotional Support Animal

Roommate/Suitemate Agreement

By my signature below, I agree to share the common areas of my assigned residential space with the service animal/ESA approved by this agreement. Should I have any concerns regarding the care and control of the approved service animal, I will discuss my concerns with the service animal/ESA's owner and then with my Resident Assistant and Resident Director, if the service animal/ESA owner and I cannot come to an agreement.

Resident's Name

Date

Resident's Name

Date

Resident's Name

Date

Resident's Name

Date

Resident's Name

Date