



Disability Support Services Assistance Animal Request Packet for Continuing Accommodation (updated 4/21)

This packet contains:

- the *Service and Assistance Animal Policy*
- the *Assistance Animal Verification form*
- the *Permission for Release of Information Form*

Students should:

1. Re-read the policy.
2. Complete and submit updated documentation/paperwork using the google form link: <https://forms.gle/hEq3mn4FDwHo8nBS9>. *If you are already approved for an assistance animal on Wingate's campus, this is the form for you to complete. Otherwise, contact access@wingate.edu for the new request process.*
 - a. Complete *Assistance Animal Verification form* then submit the form to their healthcare provider(s) to complete the rest of the form. Neither the student or a family member may complete the documentation form. That form may be faxed to 704-233-8268 or scanned to access@wingate.edu with the name of the student in the heading.
 - b. Student should be able to provide up-to-date veterinary records showing the animal is in good health. Animal must be at least six months old or old enough to have a rabies shot, be spayed or neutered, and be reliably housebroken.
 - c. *Acknowledgement and Release of Information Consent Form*- Allows the Disability Support Services office to share information that an Assistance Animal is living on the premises with the appropriate offices.
 - d. *Permission for Release of Information*- Grants the medical provider permission to share information with the appropriate Wingate University offices.
 - e. Attach a current photo of the animal for Residence Life.
3. As long as these steps are completed by your move-in date, you will continue to be able to have your Assistance Animal on-campus. If you have questions or concerns, please contact the DSS office below.



Service and Assistance Animal Policy for Students

It is the policy of Wingate University that individuals are generally prohibited from bringing animals onto University property (other than fish and small turtles in aquariums not to exceed five gallons, which are permitted in University Housing). However, Wingate welcomes the presence of trained Service Animals assisting people on its campus in areas open to the public consistent with the provisions of this policy and applicable law. Wingate is also pleased to allow Assistance Animals that are necessary to provide individuals with disabilities an equal opportunity to use and enjoy University Housing consistent with the provisions of this policy and applicable law. Therefore, individuals with disabilities are permitted to bring Service Animals and Assistance Animals onto University property as provided below.

I. Definitions

A **Service Animal** as defined by the Americans with Disabilities Act is any dog* that has been individually trained† to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual's disability. The potential crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

An **Assistance Animal** as defined by the U.S. Department of Housing and Urban Development is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability, in order for the person to have an equal opportunity to use and enjoy the University's housing facilities. Assistance Animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue

* In limited circumstances miniature horses may qualify as Service Animals.

† A service animal being trained has the same rights as a fully trained Service Animal when accompanied by a trainer and the animal wears a collar and leash, harness, or cape that identifies the animal as a service animal in training. Trainers must also adhere to the responsibilities outlined in this policy.



assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, providing emotional support to persons with disabilities who have a disability-related need for such support.

II. Places of Access

Service Animals are permitted to accompany students with disabilities in all areas of the Wingate University Campus, including University Housing, where members of the public, students, faculty, staff, and invitees, as applicable, are allowed to go.

However, the University may prohibit the use of Service Animals in certain locations where health or safety restrictions prevent their presence, where Service Animals may be in danger, or where the use of Service Animals may cause health issues, for example: research laboratories, mechanical rooms, or areas where protective clothing is necessary. Service Animals may be granted access to restricted areas on a case-by-case basis. Disability Support Services staff and other appropriate individuals will be consulted when determining if the presence of the Service Animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the student have equal access to the required tasks.

Approved **Assistance Animals** are permitted to accompany students with disabilities in (and only in) University Housing. Specifically, Assistance Animals may access only the student's personal residence unit; the common areas of the student's specific residence facility; the hallways, elevators, stairwells, and entryways necessary for the animal's entrance and exit to the student's residence unit; and certain designated outdoor areas appropriate for the animal's natural relief. Approved Assistance Animals are prohibited from all other University property without prior authorization from Disability Services.

III. Documentation Requirements and Approval Process

Service Animals

In most cases, no request to bring a Service Animal on campus is required, and no documentation supporting the need for a Service Animal is required.

When the need for a Service Animal is not readily obvious, Wingate University staff may make the following two inquiries of the student:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?



Students who wish to bring Service Animals to campus are encouraged to voluntarily make that known to the Offices of Residence Life (in the case of residential students) and Disability Support Services. Advance notice can allow for effective communication with University staff and more flexibility in meeting a student's specific needs in University Housing. They may do this by reaching out to the Disability Support Services office.

A Service Animal will not be permitted if it behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the student (or, if applicable, the handler).

Assistance Animals

Students must request the use of Assistance Animals through the University's Office of Disability Support Services by completing and submitting (a) a *Housing Accommodation Request Form* (accessible from the websites of the Disability Support Services and the Residence Life offices), (b) an *Assistance Animal Verification Form* (accessible from the websites of the Disability Support Services and the Residence Life offices), and (c) an Acknowledgement and Release of Information Consent Form and Permission for Release Forms (appended to the end of this policy). Veterinary documents will also need to be able to be provided upon request demonstrating the good health of the animal, up-to-date vaccinations, and the age to be six months or older. Students should complete such forms at least 30 days prior to the desired move-in date (or, if the need for the Assistance Animal arises after the student's move-in date, then as soon as possible after the need arises) so that Wingate can best accommodate the student and the animal.[‡] The Office of Disability Support Services will review requests that are sent during the semester only once per month.

Students must present documentation demonstrating that:

- The student has a disability. (Emotional discomfort resulting from living in University Housing without one's pet or by one's self for the first time does not qualify as a disability. Please see the *Assistance Animal Verification Form* for further information.)
- The Assistance Animal is necessary for the student to have an equal opportunity to use and enjoy, or to participate in, University Housing.
- There is a relationship or nexus between the student's disability and the assistance the animal provides.

The University will evaluate all requests, on a case-by-case basis and in accordance with applicable laws and regulations, to determine whether the use of an Assistance Animal is a reasonable accommodation. In doing so, Wingate must balance the needs of the student with the impact of animals on other campus patrons. As part of the accommodation review process, the

[‡] Please note that such documentation suffices only for the specific animal in question; to replace an Assistance Animal, the student must again follow the procedures set forth in this policy.



requesting student and the Office of Disability Support Services may engage in further discussions.

The University will consider the following criteria in determining whether the use of an Assistance Animal is a reasonable accommodation:

- The size of the animal in relation to available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (due to, *e.g.*, serious allergies);
- Whether the animal's presence violates other individuals' right to peace and quiet enjoyment;
- Whether the animal's vaccinations are up to date;
- Whether the animal is able to live with other individuals in a reasonable manner.

The use of an Assistance Animal is not reasonable and therefore will not be permitted (irrespective of the consideration of the above-listed factors):

- If allowing the Assistance Animal would impose an undue financial or administrative burden on the University or fundamentally alter the nature of University Housing;[§]
- If the specific animal in question poses a direct threat to the health and safety of others that cannot be reduced or eliminated by another reasonable accommodation;
- If the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) that cannot be reduced or eliminated by another reasonable accommodation.

The University will make a determination regarding the accommodation request as soon as is reasonably practicable following receipt of the request, documentation, and completion of the intake conversation. All requests made are for the upcoming semester. The Office of Disability Support Services should receive all requests at least 30 days prior to the beginning of the semester. If received after that date, assistance animal requests will only be reviewed once per month (during the first week of the month), while the semester is in progress.

Approval for an assistance animal is for one academic year. Students will need to submit updated documentation each academic year to be able to continue to have the animal as an accommodation. If an approved Assistance Animal is no longer needed (or no longer in residence), the student must notify the Office of Disability Support Services.

[§] University Housing is unique in a number of respects, including the mandatory assignment of roommates for many individuals and the mandate that certain individuals must share a room, suite, or apartment in certain residences. To ensure that the presence of Assistance Animals is not an undue administrative burden or a fundamental alteration of University Housing, please note that Wingate may assign an individual with an Assistance Animal to a single room without a roommate.



IV. Rules and Responsibilities Regarding Service and Assistance Animals

All students are responsible for complying with the University's policies, procedures, and Honor Code.

Service Animals

Responsibility for the Animal

The student is fully responsible for:

- the care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and cleaning up after the animal and including any associated costs),
- the well-being of the animal, and
- any damage or injury caused by the animal.

Evidence of mistreatment or abuse may result in immediate removal of the Service Animal and/or discipline for the student.

For the avoidance of doubt, University personnel are not required to provide food or care for a Service Animal, including but not limited to, removing the animal during emergency evacuation events.

Animal Health and Hygiene

- Animals must be current on all state and local vaccination requirements.
- Animals must be housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination).

Control over the Animal

The student (or, if applicable, a handler) must be in full control of the animal at all times; the animal may not be left unattended at any time, except for animals left in the student's (or, if applicable, the handler's) University residence by the handler, which may be for no longer than a reasonable period of time.

A Service Animal must have a harness, leash, or other tether, unless either the student (or, if applicable, the handler) is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the Service Animal's safe, effective performance of work or tasks, in which case the Service Animal must be otherwise under the student's (or, if applicable, the handler's) control (e.g., voice control, signals, or other effective means).

Identification



It is recommended, but not required, that the animal wear some type of commonly recognized identification symbol indicating the animal is a working animal.

Notice to Others

If the animal resides with the student on campus, it may be necessary for Residence Life staff to provide notice to certain members of the campus community living and working in close proximity to the animal (such as potential and/or actual roommate(s)/neighbor(s)). The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required.

Removal of the Animal

A Service Animal may be removed from campus if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the student (or, if applicable, a handler) does not take effective action to control it; if it poses a direct threat to the health or safety of others; or if it is not housebroken.

Assistance Animals

Responsibility for the Animal

The student is fully responsible for:

- the care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and cleaning up after the animal and including any associated costs**),
- the well-being of the animal,
- any damage or injury caused by the animal,
- providing a crate or space for the animal to safely and comfortably stay that will not damage university property or create a burden for others in housing when the animal and student are not together,
- cooperating with University personnel in meeting the terms of this policy and developing procedures for the care of the animal (e.g., cleaning the animal, feeding/watering the animal, disposing of feces, designating an outdoor relief area, etc.), and
- filing up-to-date veterinary shot records in the DSS office annually.

Evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the student.

For the avoidance of doubt, University personnel are not required to provide food or care for an Assistance Animal, including but not limited to, removing the animal during emergency evacuation events.

** Note that if fleas, ticks, or other pests are detected (as a result of routine inspection or otherwise), the residence will be appropriately treated by a University-approved pest control service, and the student will be billed for the associated expense.



Animal Health and Hygiene

- Animals must be current on all state and local vaccination requirements.
- Animals must be housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination).

Control over the Animal

- The student must be in full control of the animal at all times. The animal may not be left unattended at any time, except for animals left in the student's University residence while the student is attending classes or other activities, which may be for no longer than a reasonable period of time. For the avoidance of doubt, a student may not leave an Assistance Animal overnight in University Housing to be cared for by any individual other than the student.
- When an Assistance Animal is outside the student's personal residence unit, it must be in an animal carrier or controlled by a leash or a harness.
- An Assistance Animal may be removed from campus if it is allowed to run loose or if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the student does not take effective action to control it.

Identification

It is recommended, but not required, that the animal wear some type of commonly recognized identification symbol indicating the animal is a working animal.

Notice to Others

It may be necessary for Residence Life staff to provide notice to certain members of the campus community living in close proximity to the animal (such as potential and/or actual roommate(s)/neighbor(s)). The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required.

Removal of the Animal

An Assistance Animal may be removed from campus if the animal's presence results in a fundamental alteration of the nature of University Housing; if the specific animal in question poses a direct threat to the health and safety of others that cannot be reduced or eliminated by another reasonable accommodation; if the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) that cannot be reduced or eliminated by another reasonable accommodation; if the student does not comply with his or her obligations under this policy; or if the animal or its presence creates an unmanageable disturbance or interference with the University community. Should the Assistance Animal be removed from the premises for any reason, the student is expected to fulfill his or her housing obligations for the remainder of the housing contract.



V. Conflicts

Individuals who come into contact with a Service Animal or Assistance Animal regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should request accommodations through the Office of Disability Support Services.

VI. Appeals and Grievances

Students dissatisfied by a decision made in accordance with this policy may appeal through the University's Grievance Procedure for Students with Disabilities.



Assistance Animal

Acknowledgement and Release of Information Consent Form

I, _____, have read and understand the Wingate University Service and Assistance Animal Policy for Students, and I agree to abide by its requirements. I understand that if I fail to meet the requirements set forth in the policy, Wingate University has the right to remove my Assistance Animal, and I will nonetheless be required to fulfill my housing, academic, and other obligations as applicable.

I give permission to the Office of Disability Support Services to disclose to others impacted by the presence of my Assistance Animal in University Housing (e.g., Residence Life staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal. I understand that (1) the information shared will be limited to notice about the animal's presence and will not include information about my disability or the specific reason that the animal is required and that (2) this information will be shared with the intent of preparing for the presence of the animal and/or resolving any potential issues associated with the presence of the animal.

I recognize that the presence of the Assistance Animal may be noticed by others visiting or residing in University Housing and agree that staff may acknowledge the presence of the animal and may inform third parties that under certain circumstances animals are permitted to accompany persons with disabilities in University Housing.

Student

Date

Office of Disability Support Services
Representative

Date



Permission for Release of Information

I give permission for the exchange of any medical, educational, or psychiatric information between the following departments of Wingate University: (Check all applicable)

- Disability Support Services
- Student Health Services
- Office of Counseling
- Residence Life

And

To be completed by the student: (Please print)

Name of Diagnosing Professional:	
Title of Diagnosing Professional:	
Address of Professional:	
Email:	Phone/Fax:

To be completed by the student: (Please print)

Student's Full Name:	
Home Address:	Phone:
Email:	Student ID#:

To be signed by student if age 18 or over. To be signed by parent or guardian only if student is under age 18).

Signature: _____ Date: _____



Office of Disability Support Services
Assistance Animal Verification Form

Student Contact Information

Student's name _____ Date of Birth _____

Phone number _____ ID number _____

Wingate University e-mail address: _____

All requests made are for the upcoming semester.

Proposed animal move in date (circle one) Fall Spring Summer year _____

Proposed Animal

Name of animal: _____ Type of animal: _____

Age of animal: _____

Are all medically necessary treatments and precautions current for the animal? Student will be asked to share updated veterinary records.

Yes No (circle one)

Is the animal fully trained to adhere to standards of good behavior and proper waste disposal?

Yes No (circle one)

The above-named student is requesting an assistance animal in University Housing as a reasonable accommodation under the provisions of the Fair Housing Act. The Fair Housing Act permits Wingate to request reliable disability-related information that (1) is necessary to verify that the student meets the Fair Housing Act's definition of disability ("a physical or mental impairment which substantially limits one or more major life activities, has a record of having such impairment, or is regarded as having such an impairment"), (2) describes the need for the assistance animal in the context of University Housing, and (3) shows the direct relationship between the person's disability and the need for the requested accommodation of having the animal in University Housing.

The following is to be completed by the health care provider who is providing supporting documentation. Documentation in which the student has completed this form will not be accepted. The completed form should be returned to the Office of Disability Support Services, Wingate University, Campus Box 3068, Wingate, NC 28174. FAX: 704-233-8268. Alternatively, the evaluator may attach a letter on professional letterhead, or other documentation that includes the required information.



Health Care Provider Information (Please type or print clearly.)

Name: _____

Title: _____

Practice Name or web address: _____

Phone Number: _____ and/or e-mail: _____

Date of first diagnosis: _____ Date of most recent visit: _____

Do you have an on-going therapeutic relationship with the student requesting an assistance animal?

Yes No (circle one)

Is there a plan established for further treatment with the student? Yes No (circle one)

Does the student have a physical or mental impairment which substantially limits one or more major life activities? ___ Yes ___ No (circle one)

(*A substantial limitation is defined as being unable to perform a major life activity that the average person can perform or is significantly restricted in performing a major life activity as compared to the average person's performance of that major life activity.)

- 1. Please explain any specific functional limitations due to the impairment (Including negative health impact that may be permanent or life-threatening if the request is not granted).

- 2. Please indicate which of the following major life activities are impacted by the student's disability.
___ seeing ___ hearing ___ eating ___ sleeping ___ walking ___ standing ___ lifting
___ bending ___ speaking ___ breathing ___ learning ___ reading ___ thinking ___ working
___ communicating ___ concentrating ___ caring for oneself ___ performing manual tasks
___ other (please describe): _____

- 3. Please provide any additional information about the student's limitations regarding major life activities that you believe would be helpful in evaluating the student's eligibility for this accommodation.



4. Is there a relationship between the disability and the support the assistance animal provides? ___Yes
___No If so, please describe the relationship.

5. Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way?

6. What symptoms will be reduced by having an ESA? Is there evidence that an ESA has helped this student in the past or currently?



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7. Is the animal necessary to afford the student an equal opportunity to use and enjoy his or her campus residence? ___Yes ___No ___ Unsure
8. If so, please describe the need for the assistance animal in the context of University Housing (i.e., why the assistance animal is necessary to afford the student an equal opportunity to use and enjoy his or her campus residence), and why other accommodations would be insufficient to allow this student to live on campus.

As we go through the approval process, we may find that we need additional information from you. We will notify you and the student if further information is required.

9. Please provide any additional information that you think may assist Wingate University in evaluating this student's accommodation request.

Evaluator's name

Best number to contact evaluator

Evaluator's signature

Professional license number (or other credentials),
You may also attach your business card.

Date: _____