

## UVF Student Application and Agreement for ESA

Student Name \_\_\_\_\_ Student ID number \_\_\_\_\_

Type of animal \_\_\_\_\_

Description of animal \_\_\_\_\_

Size when fully grown \_\_\_\_\_

Is the animal housebroken? \_\_\_\_ Yes \_\_\_\_ No

Briefly explain the need for the animal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of medical examination and prescriptions specifying need for ESA \_\_\_\_\_

Date animal was acquired \_\_\_\_\_

Alternate off-campus caregiver: Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Please provide as separate documents:

- A letter signed by the applicant's healthcare provider describing the nature of the disability, diagnosis code, how the disability affects a major life activity, how the animal is necessary to provide the student access to UVF's housing, and the relationship between the disability and the assistance the animal provides. The letter should be on professional letter head, and include relevant details of the professional's license and contact information. It should be sent from the licensed professional directly to the Student Life Housing Coordinator. See Section 2 of UVF's Emotional Support Animal Policy for more details.
- Documentation of an Animal Wellness Examination from a licensed veterinarian, including appropriate shots, age, weight, name, and overall health of the animal. It should be sent from the veterinarian directly to the Student Life Housing Coordinator.
- The signed Schedule of Responsibilities.

By signing below, I affirm that I have read and agree to UVF's Emotional Support Animal Policy. I permit UVF to disclose information about the presence of my Emotional Support Animal to any relevant personnel. I understand any shared information will not include information about my disability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use only: \_\_\_\_ Approved \_\_\_\_ Not approved      Initials \_\_\_\_\_ Date \_\_\_\_\_

### Roommate/Suitemate Acknowledgement

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal approved by this agreement. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the approved animal's owner and then with Student Life if the approved animal owner and I cannot come to an agreement.

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Resident's Name/Signature Date

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Resident's Name/Signature Date

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Resident's Name/Signature Date

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Resident's Name/Signature Date

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Resident's Name/Signature Date

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Resident's Name/Signature Date

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Resident's Name/Signature Date

## Schedule of Responsibilities

### *Liabilities*

- The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know, understand, and comply with these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations. Such documentation may include a vaccination certificate and proof of licensure.
- An owner will be charged for any damage caused by the ESA beyond reasonable wear and tear. The University may inspect owner's living area for fleas, ticks or other pests, as necessary and consistent with the room entry policies. If fleas, ticks, or other pests are detected through inspection, the University will treat the areas as appropriate. The owner will be billed for the expense of any pest treatment necessitated by the presence of the ESA, including by applying such charges to the owner's University account.
- When the owner is moving out, the Housing Coordinator will participate in the final checkout to assess the condition of the room.
- The owner is responsible for the actions of the ESA, including financial obligations of bodily injury.

### *General Responsibilities*

- The owner is responsible for ensuring that the ESA does not unduly interfere with the routine activities of the residence area.
- The animal **MUST** be completely house trained—for dogs: trained to urinate and defecate outside. No training pads allowed.
- The ESA is allowed in University housing only as long as it is necessary because of the owner's disability. The owner must notify Student Life in writing if the ESA is no longer needed or is no longer in residence.
- ESAs must be contained within the privately assigned residential areas at all times, except when transported outside the private residential areas in an animal carrier, or controlled by leash or harness.
- ESAs are not permitted in University facilities beyond the student's approved housing (e.g., library, academic buildings, classrooms, labs, student center, food services). ESAs are not allowed in other dorms, apartments, or residence halls, even by the invitation of other students.
- ESAs may not be left overnight in University housing to be cared for by any individual other than the owner. If the owner is to be absent from the owner's residence hall overnight or longer, the animal must accompany the owner.
- The owner must provide contact information for an alternative caregiver/emergency contact who will take responsibility of the ESA and remove it from campus should the owner be unable to care for it (e.g. hospitalization, accident, violation). The caregiver/emergency contact must reside OFF campus and must be available to remove the ESA in a timely manner appropriate for the animal species and needed care. Dogs must be removed within six hours. All other animals must be removed in no more than twelve hours. In instances where it is determined that the ESA's needs are not being provided to ensure immediate health and well-being, the University reserves the right to have the animal removed from University housing. The University may have an ESA removed from University housing if it is not removed in a timely manner as specified in this policy.
- The owner is responsible for ensuring that the ESA is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.
- Housing Services may, consistent with University policy, relocate owners and ESAs to other housing.
- Owners must continue to abide by all other residential policies.

- Owners must provide written consent for Student Life to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Student Life personnel, Facilities staff, and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the owner’s disability.

*Care and Supervision*

- Care and supervision of the ESA are the responsibility of the owner, who must maintain control of the animal at all times.
- The owner is responsible for making sure that the ESA does not cause excessive noise or disturbance to the reasonable comfort of others and does not pose a threat to the health or safety of others.
- UVF personnel shall not be required to provide care or food for any ESA, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. In the event of an emergency, appropriate personnel will determine whether to remove the animal and may not be held responsible for the care of, injury to, or loss of the animal.
- The owner must have a back-up plan, including supplying Student Life with a caretaker’s name and number, to take effect in case of an emergency. If the back-up plan ends up not being feasible, the University reserves the right to take whatever actions are necessary or appropriate under the circumstances.
- The owner is required to ensure that the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
- The owner is also responsible for ensuring the cleanup of the ESA’s waste and, when appropriate, must toilet the ESA in outdoor areas designated by the University. All animal waste, including cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in the dumpster. Litter boxes must be placed on mats so that waste is not tracked onto carpeted surfaces.

*Animal Health and Well-being*

- Vaccination: The ESA must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.
- Health: ESAs must have an annual clean bill of health from a licensed veterinarian. Documentation should be an Animal Wellness Examination from a veterinarian regarding the ESA’s health. The University has authority to direct that the ESA receive veterinary attention, but has no obligation to do so.
- Licensing: The University may require documentation showing that the ESA is properly licensed.
- Leash: An ESA must be on a leash (if appropriate).
- Other Conditions: UVF may place other reasonable conditions or restrictions on an ESA, depending on the nature and characteristics of the animal.

We acknowledge receipt of this Schedule of Responsibilities and agree to be bound by its terms.

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Owner Signature

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Date

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Spouse Signature (if applicable)

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Date

To whom it may concern,

\_\_\_\_\_ (student's name) \_\_\_\_\_ has received permission from the University of Valley Forge to have an Emotional Support Animal in their designated residence. This approval is good for the Academic Year \_\_\_\_ - \_\_\_\_ . Please direct any questions to the Student Life Office.

Sincerely,

Rev. Jennifer Gale

Vice President of Student Life