

Arkansas State University Emotional Support Animal Application

Request Process Overview

Access and Accommodation Services (AAS) provides reasonable accommodations for students with disabilities. Under the Fair Housing Act, an Emotional Support Animal may be approved while living in on-campus housing on a case-by-case basis when there is a documented need.

To be considered for approval to have an animal reside in your on-campus housing residence as an ESA, students must complete the Emotional Support Animal Application and attach the following:

- a. **Provider Letter:** A letter from a qualified healthcare or mental health professional on official letterhead, supporting your request for an ESA in on-campus housing. The letter should be written and signed by a provider familiar with you and the use of ESAs as a treatment option.
- b. **Vet Records:** Documentation from your veterinarian showing your animal is in good health with no transmissible illness(es), parasites, etc., and up-to-date proof of your animal's vaccinations. Rabies is a legally required vaccine for all cats/dogs, but we strongly suggest you follow your veterinarian's recommendations for all other vaccines.
- c. **Recent Photo:** A clear photo of your ESA.

Your application will be reviewed by Access and Accommodation Services, University Housing, and Student Conduct. Make sure it's complete – **incomplete applications won't be reviewed**. You'll get an update sent to your A-State email once a decision has been made. If the committee needs anything else from you, they'll reach out directly. **Please note that your animal is not allowed on campus until you receive written approval.** Possession of an unapproved animal will result in a referral to Student Conduct.

Complaints and Violations

Complaints and violations related to the ESA and/or the ESA 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

This information is provided for the safety of all residents and animals living on campus. In the event your animal gets loose, alert UPD at 870-972-2093 immediately.

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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 am responsible for ensuring my animal remains up to date on required vaccinations and submitting proof of vaccinations in a timely manner.
- 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 determines pest control is necessary due to my animal, I am aware that I may be charged for the service(s).
- Cats and dogs must always wear a collar or body harness with a tag(s) providing owner contact information and verification of up-to-date rabies vaccine.
- My animal must be inside a fully enclosed crate, kennel, etc. when alone in my assigned campus residence.
- If I am in a residence with shared common areas, all my animal's supplies must be placed inside my assigned bedroom. This includes, but is not limited to:
 - Food and water bowls
 - Crate, kennel, enclosure, etc.
 - Litter box or equivalent
- All animals MUST be housebroken, litterbox trained, etc. Alternative bathroom methods (i.e., puppy pads) are not 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 disposal 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.

- I understand my animal must be on a leash or carried and under my control when outside of my assigned residence.
- Animals are not to be left unattended on balconies or terraces.
- If I am to be away from campus for an extended period of time (overnight or longer), I understand that I am required to remove the animal from my on-campus residence and place it in the care of someone off-campus.
- My animal must only be fed inside my assigned residence or bedroom.
- My animal is not permitted in other residential rooms and/or common areas. This includes, but is not limited to:
 - Other campus housing
 - Academic buildings
 - The Student Union
- In cases where roommates may be allergic and/or 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, or window coverings
 - 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 Owner/Student:

Signature of Owner/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 indemnify and hold Arkansas State University harmless from all 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 Owner/Student:

Signature of Owner/Student:

Date: _____