

Longwood University

Emotional Support Animal Policy

Longwood University provides reasonable accommodations to students with documented disabilities living in University-managed housing. Longwood University allows emotional support animals (also known as therapy animals or assistance animals) to live with students in their University-managed housing upon approval by the Office of Disability Resources.

The student will be asked to provide documentation verifying the following: (1) the student has a disability, (2) the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling, and (3) there is a clear and identifiable relationship between the disability and the assistance the animal provides.

It is important to distinguish between service animals and emotional support animals. Service animals are individually trained to do work or perform tasks for the benefit of an individual with a disability. For example, service animals may guide individuals with impaired vision, alert individuals with hearing impairments to sounds, pull a wheelchair, or fetch items used in daily living. Longwood University's Service Animal Policy can be found here: <http://www.longwood.edu/disability/15673.htm>

An emotional support animal is **not** a service animal and thus not entitled to the same privileges as service animals. Emotional support animals are **not** permitted in any other area other than the student's residence and immediate surrounding area.

Longwood University may exclude an emotional support animal from housing if it (1) poses a direct threat to the health or safety of others, (2) would cause substantial physical damage to the property of others, (3) would pose an undue financial or administrative burden, or (4) results in a fundamental alteration of the University's program(s).

The following tasks will comprise the process for approval under this policy:

- Registration with Office of Disability Resources
- Meet with Director of Disability Resources to review need for emotional support animal
- If approved, review and sign the University's *Emotional Support Animal Agreement*
- Additionally, the student must provide evidence that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted.

Longwood University

Emotional Support Animal Agreement

First Name: _____

Last Name: _____

L-Number: _____

Cell Phone: _____

Please review each area and initial next to each paragraph. The student requesting the accommodation must complete this form. If the student is under the age of 18, the parent will also sign the agreement.

Animal Name: _____

Animal Type: _____

Animal Breed: _____

Hair Length: _____

Veterinarian Name: _____

Veterinarian Phone: _____

In the event that the student experiences a personal emergency or is unable to care for the animal for any reason, an emergency contact must be identified. This contact must be someone who would arrive to retrieve the animal from campus within 3 hours of notification from the University:

Emergency Contact Name: _____

Emergency Contact Relationship to Student: _____

Emergency Contact Phone Number: _____

Emergency Contact Address: _____

Guidelines for Animal Care:

_____ Animals must be housebroken. The student is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.

_____ The student must effectively control the animal at all times. The animal cannot pose a direct threat to the health and safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to keep that particular animal in University-managed housing will be rescinded until such a time that the problem is resolved.

_____ Routine maintenance of the animal is expected and includes flea and tick prevention, de-worming, and annual examinations. The University has the right to request updated veterinary verification at any time during the animal's residency.

_____ If any animal neglect is suspected, Residential and Commuter Life (RCL) will contact the student, Longwood University Police Department (LUPD), and the Humane Society. The entire responsibility of the animal should be taken on by the student. The animal should not be left alone for any extended period of time.

_____ All animals should have a tag that identifies the owner and contact information in case of an emergency.

_____ Dogs should wear a rabies tag and be registered in the Town of Farmville.

_____ The animal is only permitted in the assigned residence of the student with the accommodation. If the animal spends any length of time in another room or residence, the student will be found in violation of the University's pet policy.

Guidelines for interaction with roommates/suitemates and the community:

_____ The student is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises.

_____ The student must keep the animal on a leash/lead when the animal is in a public area (e.g., relieving itself outdoors). Emotional support animals are **only** allowed in indoor common areas as needed to enter and exit University-managed housing. These animals are not permitted in any other area other than the student's residence.

_____ The student is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the building. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive living community.

_____ The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

_____ Roommates/Suitemates will be notified about the animal. The notification will include the type of animal, size, and what services the animal performs. Roommates/Suitemates may request a room change from the Office of Residential and Commuter Life if they have a desire to do so.

_____ Any time the student requires service by University Facilities for their room or apartment, they are requested to call in order to arrange a time when they will be present. Additionally, the student's room/apartment number will be placed on a list so that in the event of a need for emergency facilities assistance, University staff is aware of an animal in the location.

Additional Agreements:

_____ The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The student is expected to be responsible for all costs returning the unit to the same condition of move-in. This may include cleaning all carpets and upholstery to remove pet odors, dander, hair, etc.

_____ The Office of Residential and Commuter Life will inspect the residential unit on a regular basis. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods by the University-approved pest control services. The student will be responsible for any/all costs.

_____ The student is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises.

_____ The University has the right to reassign the student to another accommodation if care of the animal or interactions with others become a concern.

_____ I give permission to the University to contact my animal's veterinarian to request additional medical documentation if needed.

_____ If the student violates any provision of this document, he or she may be required to immediately remove the animal from University-managed housing.

I have read and agree to all of the terms identified above.

Student's Signature

Date

Parent's Signature (for students under 18)

Date