

Converse University Emotional Support Animal Agreement

First Name: _____ Last Name: _____

Email: _____ Cell Phone: _____

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Hair Length: _____

Veterinarian Name: _____

Veterinarian Phone: _____

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

Requirements for Animal Care

_____ **Animals must be housebroken.** The student is responsible for properly containing and disposing of all animal waste. Animal waste, such as feces, must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before being disposed of in an outside trash dumpster. The student should always carry sufficient and appropriate equipment to clean up after the animal.

_____ **The student must effectively control the animal at all times.** The animal cannot pose a direct threat to the health or safety of others. If the student 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threat to the health or safety of others, the permission to keep that particular animal on college property will be rescinded until such time the problem is rectified.

_____ **Routine maintenance of the animal is expected and includes flea/tick prevention, de-worming, and annual examinations.** The animal must be in good health, displaying no skin, eye, ear, or nose irritation, infection, or discharge, unless the animal has a release from a veterinarian showing the animal free of any health risk to the public. Residential Life has the right to request updated veterinary verification at any time during the animal's residency.

_____ **If any animal neglect is suspected, Residential Life will contact the student, and may contact Campus Safety and/or the Humane Society.** The entire responsibility of the animal should be taken on by the student. ESAs are not to be left in the care of another member of the campus community (student or individual). For example, if the dog's owner leaves the campus for a prolonged period of time (more than five hours), the animal must be taken with them or boarded.

_____ **The ESA must have adequate food and water supplies.** All food must be secured in a sealed container to prevent rodent or insect infestation of college property.

_____ **Dogs and cats must have a tag that identifies the owner and contact info in case of an emergency.**

____ Dogs and cats must wear a rabies tag and have annual rabies shots in accordance with city regulations.

____ Dogs and cats must be properly registered for an animal license with the City of Spartanburg.

Requirements for Interaction With Roommates and the Campus Community

____ The ESA is approved to reside in the student's room **ONLY**. ESAs are not allowed in common areas.

____ The student is responsible at all times for the actions of the ESA. The student is responsible for any odors, noise, damage, or other conduct of the ESA that disturbs others and/or damages the premises.

____ Dogs must be on a leash/lead when the animal is taken out for relief.

____ The student is responsible for ensuring the ESA does not interfere with the routine of the campus or cause difficulties for students who reside in the residence hall. Sensitivity to residents with allergies and phobias is important to ensure a positive residential community.

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

____ Roommates will be notified about the animal. Roommates must complete an agreement form. If your ESA request is approved after the housing deadline and your roommates do not agree to live with an animal, Residence Life will move you to another room when one becomes available.

____ Any time the student requests maintenance by Residential Life or Facilities for their room, they are required to call 864-596-9744 to arrange a time when they will be present.

Additional Agreements

____ The student is financially responsible for the actions of the ESA including, but not limited to: bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The student is expected to cover all costs of returning the unit to the same condition of move-in. This may include cleaning all carpets and furniture to remove pet odors, dander, hair, etc.

____ Residential 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 college-approved pest control services. Those costs will be put on the student's account.

____ The University reserves the right to place other reasonable conditions or restrictions on the ESA, depending upon the nature and characteristics of the animal. If the student feels they are unable to comply with any of the requirements contained in the policy, they should contact a member of the Student Accessibility Services staff to address the matter.

_____ **The student agrees to continue to abide by all other residential and campus policies.** Reasonable accommodation, which may constitute an exception to a policy that otherwise would prohibit having an animal, does not constitute an exception to any other policy.

_____ **Any violation of the above rules may result in immediate removal of the animal from the University.** The University may remove an authorized animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of the University's program, the owner does not comply with the responsibilities outlined in this Policy, or the animal or its presence creates an unmanageable disturbance or interference with the Converse community.

_____ **Should the ESA be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.**

Traveling for Competitions, Concerts, Sports, etc.

_____ ESAs are not permitted to travel with an athletic team or on any other school trips. **The handler may not leave the animal with another student.** The handler must either board the animal or have a non-resident pick the animal up to care for it off campus.

_____ **Students will be asked to show receipts from the boarding facility during their away trips.** These will be turned in to the SAS office and kept on file.

The handler is responsible for designating an emergency contact to care for the animal in the event of an emergency and this person must pick up the animal within 3 hours. **This person CANNOT be another student living on campus.** If they are physically able to, the handler will be responsible for calling the emergency contact. If this emergency contact cannot pick up your animal, they will be boarded at a local boarding facility within 10 miles from campus at the expense of the handler.

Emergency Contact:

Phone Number:

Preferred Local Boarder:

Phone Number:

I have read and agree to all of the terms of the University's *Emotional Support Animal Agreement*. I understand that if I have questions, concerns, or need assistance, I will contact Student Accessibility Services (SAS).

Student Signature or (Parent/Guardian if under 18)

Date

SAS Case Manager

Date

Residence Life Checklist

All items must be completed and submitted for record before your animal moves on campus. No exceptions.

- ☐ Pictures from the side and front of your animal
- ☐ Picture of a dog crate or cat carrier
- ☐ Proof of flea/tick preventative (picture or receipt)
- ☐ Submit a picture of Spartanburg Animal License from city hall
- ☐ Updated clean bill of health from a veterinarian and current vaccination records
- ☐ You must have a contract set up with a boarding company to include a credit card on file and a copy of your ESAs vaccination status. **We will call to confirm this information.**