

## Service Animal and Support Animal Guidelines

(Updated August 12, 2019)

The Department of Housing and Residential Education (HRE) at Purdue University Northwest acknowledges that service dogs (trained to perform tasks) and support animals (those which provide emotional support), will be allowed in housing under the following conditions:

1. HRE requires documentation from the Disability Access Center verifying the need for the accommodation, in addition to this signed document.
2. Animals must be housebroken and able to live with others in a reasonable manner;
3. All animal waste must be disposed of by the accommodated student.
4. Animal must not pose a direct threat to the University Village and/or campus community.
5. If a vaccination protocol exists for the requested animal, then those vaccinations must be acquired before the service animal will be allowed in the building.
6. If complaints are registered against the service animal, the Director of Housing and Residential Education or their designee will resolve the complaints within 5 business days.
7. If occupants of the apartment where the service animal lives and/or adjacent apartments complain of allergy issues, the resident receiving the accommodation may be asked to move to a different space within University Village in order to accommodate the service animal.
8. Assistance animals must be under the control of the accommodated student at all times. If the animal is found running loose in the community or on campus, local animal control enforcement may be called to assist and appropriate measures taken at the discretion of the local animal enforcement. The animal must also be contained to the student's private living quarters when the student is not present.
9. Animals may only be out of student's private living quarters and in the entire apartment if agreed upon by *all* roommates.
10. Assistance animals may not be left overnight in University Village without the owner present. It is not permitted to have the animal cared for by a third party, including roommates. If the resident must be absent from their room overnight, the animal must go with the owner.
11. Any damage caused by the animal will be charged to the accommodated resident. An animal that causes excessive damage will not be allowed in housing.
12. If the animal poses a noise disruption to the community, this animal will not be allowed in housing.
13. The animal must be properly cared for at all times. If this does not happen, the animal will be removed immediately.
14. If the animal is removed by the Department of Housing and Residential Education, the student shall still be held responsible for the remainder of their housing contract.

Documentation required:

- Most current vaccination record if the animal is a cat or a dog (Turned in at the Griffin Hall Front Desk)
- Signed copy of *Service Animal and Support Animal Guidelines* (Turned into The Griffin Hall Front Desk)
- Emergency Contact Information and signature of individual responsible for the animal in the event the owner is not able to care for the dog.
- Disability Access Center Accessibility Plan

Criteria for Determining if Presence of the Assistance Animal is Reasonable:

1. The Department of Housing and Residential Education will consult with the Disability Access Center in making a case-by-case determination of whether the presence of the Assistance Animal is reasonable.
2. A request may be denied as unreasonable if the presence of the animal:
  - a. Imposes an undue financial or administrative burden;
  - b. Fundamentally alters Housing policies; and/or
  - c. Poses a direct threat the health and safety of others, or would cause substantial property damage to the property of others, including University property;
  - d. Would force a different resident to move from their assigned housing.

By my signature below, I verify that I have read, understand and will abide by the requirements outlined here.

I have read the Housing and Residential Education Service and Support Animal Guidelines set forth above, and I agree to abide by the requirements set forth in this policy.

I give permission to Housing and Residential Education and the Disability Access Center to disclose to those impacted in the University Village community that I will be living with an Assistance Animal.

I further give permission for Housing staff to both acknowledge the presence of the animal and explain that under certain circumstances, Assistance Animals are permitted for persons with disabilities.

\_\_\_\_\_  
Owner's Signature                      Owner's Printed Name                      Date

\_\_\_\_\_  
Housing and Residential Education Signature                      Date

Taken Care of by DAC Access Plan – NO SIGNATURE NEEDED  
\_\_\_\_\_  
Disability Access Center Representative Signature                      Date

<b>Emergency Contact Information</b>	
<i>If the owner of the support animal is ever unexpectedly away from the community, the below individual shall be called to remove the support animal and care for it in the absence of the owner:</i>	
<b>Name</b> _____	<b>Phone</b> _____
<b>Address</b> _____	
<b>Email</b> _____	
<i>I understand that as the emergency contact for this agreement, I am responsible for ensuring the immediate removal and care of the support animal if ever called to do so by University officials.</i>	
_____ Emergency Contact Signature	_____ Date

Owner's Name: _____
Type of Animal Requested: _____
Vaccination Records Received: _____