

Lakehead University Residence – Special Consideration Form: Emotional Support/Service Animals

Lakehead University Residence recognizes the need for Emotional Support Animals (ESA)/Service Animals for individuals with identified disabilities to support independence while living in residence. The following documentations are required for individuals wishing to bring an ESA/Support Animal into residence. **Please note that while we try our best to accommodate special considerations, there are some situations where this may not be possible.**

- **What is an Emotional Support Animal?**

- An Emotional Support Animal (ESA) is recommended by a licensed healthcare provider (physician, qualified psychiatrist, registered psychologist or licensed mental health counselor/therapist) as a necessary form of support or treatment for an individual with a disability. ESA's help alleviate or mitigate symptoms of the disability by providing emotional support, well-being, or companionship. ESA's are not automatically granted access to accompany individuals in public places, only upon request.

- **What is a Service Animal?**

- A Service Animal is an animal that is trained to work and perform specific tasks for people with disabilities. Service Animals perform tasks that are directly related to an individual's disability and needs. Service Animals are granted access to accompany individuals with disabilities into public places.

* Students requiring academic accommodation or other supports for reasons of a disability or health condition must contact the Student Accessibility Services Office Directly.

THIS FORM IS NOT AN APPLICATION FOR HOUSING AT LAKEHEAD UNIVERSITY RESIDENCE. STUDENTS MUST COMPLETE AN ONLINE RESIDENCE APPLICATION FORM AT WWW.LAKEHEADU.CA

Documentation must include the following for approval:

- Residents are required to complete the attached Residence documentation **Section A/B** form (see below) and submit it to the Residence Administration Office. This documentation will indicate the student's necessary accommodations and an animal information/emergency contact information. If the request is for a dog or cat additional documentation must be obtained from a licensed veterinarian to fill out the attached **Section C** form (see below) and be submitted to the Residence Administration Office. This documentation will provide in-depth knowledge about the animal including vaccinations and ability to live on campus.
- Residents are required to obtain documentation from a licensed health care provider to fill out the attached form (see below) and submit it to **Student Accessibility Services (SAS)**. This documentation will indicate the existence of a disability and identify a clear and logical link between the condition and how an animal provides support and alleviates any identified symptoms. Details of disability or medical history are not required.
- Upon submission to SAS, a decision will be made and a member of the Residence Life team will be notified. Upon approval a final meeting will take place between the resident and a Residence Life staff member. The resident will be required to read through the final attached Residence documentation **Section D** form (see below) and ensure everything indicated on the form has been completed prior to the meeting with the Residence Life staff member.
- Physical Plant and Security will be notified about the location of Emotional Support/Service Animals for information procedures while in Residence.

***Please note that this accommodation is only valid for this academic school year**



CONFIDENTIAL **Residence Life Documentation Form**

Section A: Residence Documentation Information

Student's Information

Name:
Lakehead Email:
Student ID #:

Please select which one applies to you:

- Student living in Residence Halls Student living in Apartment/Townhouse
 Residence Life Staff

Please select which one applies to you:

- I am requesting an Emotional Support Animal I am bringing a Service Animal

Please select which one applies to you:

- I am getting a new Support/Service Animal I have an existing Support Animal
I will be bringing

Please indicate if you have completed the following:

- I have read and understand the terms of the *Agreement for Emotional Support /Service Animals in Residence form* (see attached)

Student Signature _____ **Date:** _____

Section B: Animal Information/Emergency Information

Animal Information:

Animal Type: _____

Animal's Breed: _____

Animal's Name: _____

Emergency Contact

Please provide an emergency contact of an alternative caregiver for the animal (Note: alternative caregiver must be able to arrive on campus within 30 minutes of notice)

Full Name: _____

Address: _____

Phone Number: _____

Pease complete this form and submit to the Residence Administration Office



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Section C: Veterinarian Request Form

Please note: this is only required if the request is for a dog or cat

The University of Lakehead is committed to accessibility for persons with disabilities, as well as the health and safety of all individuals while on University campus. Residence requires documentation from a licensed veterinarian verifying the service animal's health is in good standing, and does not pose any undue health risk to the public while on University campus (outdoors and inside buildings).

To be completed by the applicant:

_____ (Name of Owner/Handler) has identified the need for a service animal, and is requesting to bring _____ (Animal's Name) onto residence during their studies at Lakehead University for the duration of the academic year 20____ - 20____.

To be completed by a licensed veterinarian:

Veterinarian Name (Please Print): _____

I _____ (name) am a legally qualified _____ (title) in the province of Ontario and the following report contains my assessment and considered opinion at this time.

Signature: _____ **Date:** _____

Name/Address/Phone Number

*Please Use Office Stamp or Attach Business Card

To be completed by licensed veterinarian:

Based on your in-depth knowledge of this animal, please answer the following questions.

Animal Type: _____

Animal's Breed: _____

Animal's Name: _____

Date of Last Visit with Animal: _____

Date of Animal's Last Rabies Vaccination: _____

Has this animal been sterilized (spaying or neutering)? Yes No (All cats/dogs must be spayed or neutered.)

Based on your most recent assessment, do you certify that this animal has a clean bill of health and is appropriate to attend in public forums within a University campus, indoors and outdoors?

Yes

No

Date of Reassessment: _____

Please note the requirements for having a dog in Residence:

Each dog over four months old must have a license and wear it on a collar at all times.

Please complete this section ONLY if you are requesting a dog or cat and submit them to the Residence Administration Office



CONFIDENTIAL **Residence Life Documentation Form**

Section D: Upon Approval of Service or Support Animal from SAS

Students are required to meet the checkpoints listed below before bringing an approved ESA animal into a Residence facilities.

If the area in which the student lives does not permit an environment deemed appropriate for both the animal and the student this may result in Residence not being able to accommodate or approve the animal requested. If approval is not granted from the Residence Life staff member, please note that the student may be required to change residence room location(s) to accommodate for the specific ESA requested.

Upon **completing the Residence documentation sections A through C and the SAS documentation**, the below checkpoints must be completed during a meeting with a Residence Life Staff member. Contact the Residence Administrative Assistant to set-up this meeting.

This section is for a Residence Life staff member to complete during meeting:

- The “*Agreement for Emotional Support /Service Animals in Residence*” has been read through with the Residence Life Staff.
 - In order to accommodate the requested Service/Emotional Support Animal, the residence abiding are considered:
 - Accommodations deemed inappropriate.
 - Accommodations deemed appropriate.
- Indication Sticker was provided to the student.
 - By this date, _____, the student will have posted the “indication sticker” regarding animal presence in their residence accommodations.

Notes:

Signature of Residence Life Staff

Date Signed

Signature of Student

Date Signed

**Please review this form and ensure everything indicated has been completed prior to
your meeting with the Residence Life member**



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Student Accessibility Services (SAS) Documentation Form

Student's Information

Name:
Lakehead Email:
Student ID #:

Health Care Provider's Information

Practitioners Name (Please Print):

I am a legally qualified _____ in the province of Ontario and the following report contains my clinical assessment and considered opinion at this time.

Health Care Providers Signature: _____ **Date:** _____

***Must be signed by the Healthcare Practitioner who has treated your condition**

Name/Address/Phone Number

*Please Use Office Stamp or Attach Business Card

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To be completed by the Health Care Provider:

Patient's Functional Limitation or Health Condition:

Indicate the direct link between the functional limitation/health condition and the requirement for an Emotional Support/Service Animal.

Please complete these forms and submit to Student Accessibility Services

Agreement for Emotional Support/Service Animals in Residence

Special Considerations: Due to the unique living environments of a university setting, i.e., density of population, food preparation, and multi-use of space, some types of animals may not be permitted even if such animals are permitted to be owned in the City. If an Emotional Support/Service Animal is not a dog or cat, other restrictions may apply as warranted by the unique living environment.

Special Notations:

- a) Only one Emotional Support Animal will be permitted per apartment or townhouse unit.
- b) Only small dogs will be permitted in Residence.

Responsibility of Persons with Emotional Support/Service Animals

1. The animal must never be let out of the registered Residence Hall room or Apartment/Townhouse Unit without being attended and under the control of the handler. This means the animal must be on a leash or in a carrier or cage. The owner is liable for all actions of the animal and should be in total control and restraint of the animal at all times.
2. The Service/Support Animal may not be housed in another student's living accommodation.
3. In the event that an animal is left for an extended period of time without proper care, Residence Life will attempt to contact the student and the emergency contact to remove the animal. If these parties are unable to be reached, Residence Life may notify the Humane Society and have the animal removed. Any costs for removal of the animal if the student is not present shall be the responsibility of the student.
4. The owner must clean up all messes immediately. Any waste material (including litter) should be placed in a plastic bag and disposed of in an outside trash receptacle. Indoor trashcans should not be used for this purpose.
5. The student agrees to uphold any/all requirements to ensure animal welfare is maintained. This may include; but is not limited to: providing proper nourishment, positive enrichments, and animal hygiene/maintenance. If these requirements are not being met the Director of Residence Services, or his or her designee, will determine if that animal should be removed from residence.
6. If living in an apartment or townhouse, owner must openly discuss with the Suite Mates regarding the expectations for the animal and complete a roommate agreement form with the presence of the Residence Assistant.
7. Animals of any age that cause a disturbance through noise or their behaviour or are not fully housebroken may not reside in residence. The animal must not be unduly disruptive or pose an immediate threat to others.

8. The Director of Residence Services, or his or her designee, shall be responsible for making such determinations about an animal's conduct within the residence. If a decision is made that an animal has been unduly disruptive or poses an immediate threat to others, the animal must be removed immediately. The owner may appeal the decision to whichever unit made the decision to remove the animal. The appeal shall be emailed to the Residence Administrative Assistant. A decision on the appeal will be made within three business days of receipt of the appeal and will be final.
9. In the event that the Director of Residence Services, or his or her designee, determines that an animal should be removed from residence, for disruptive behavior, provided the decision is not based on the animal posing an immediate threat or being unduly disruptive, the owner shall be given written notice to remove the animal within 48 hours. The owner will have 24 hours to respond. The response, if any, will be reviewed and a final decision made within the same 48 hour period.
10. In the case of an emergency, the University is not responsible for evacuating Service/Support Animal(s).
11. All rooms with a Service/Support Animal are required to obtain an indication sticker from the Residence Area Coordinators or Residence Assistant. These stickers are to be placed on the kitchen window (Townhouses) or bulletin boards outside the entrance to the rooms (Apartments/Res Halls) as an indication for any Facilities Management and other University personnel to enter the residence room when the owner is not present.
12. Necessary precautions should be made, the animal must be caged or crated, or removed from the room, during the time that University personnel or Facilities Management are in the room. The University is not liable if the animal escapes during one of these visits.
13. All liability for the actions of the animal (bites, scratches, running away, etc.) are the responsibility of the owner. The University encourages owners to consider appropriate liability insurance.
14. The owner is responsible for taking all reasonable precautions to protect the property of the University and its residents.
15. If the owner takes vacation or has extended leave (more than 24 hours), the animal must be removed from the residence area for the vacation period, or appropriate measures taken.
16. The owner will notify a Residence Life member if the animal escapes.
17. Lakehead University Residence Life has the right to request documentation relevant to health and safety concerns at any time during the animal's stay in residence (e.g., routine vaccinations such as flea/tick prevention, deworming, rabies, etc.).
18. Other live animals **may not** be brought onto campus for the purpose of being fed to a Support/Service Animal.
19. The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. **The owner will be responsible for any charges and fees associated with the deep cleaning outside the routine unit/room cleaning upon checking out of residence.**

Residence Halls Room - \$50.00

Townhouse/Apartment - \$150.00