

## Disabilities Resources

### Emotional Support Animal Request to Change Animal Form

To be completed by student. Please print.

Name:		Elon ID#:	Date:
Campus Box:	Residence Hall:	Semester and/or year to which this request applies:	
Phone:		Elon Email:	

Current approved ESA: \_\_\_\_\_

Please explain the justification for requesting a new emotional support animal, based upon your documented mental health disability.


Please describe the new animal you intend to bring to campus, if approved. \*Please include the type of animal, the animal's name, sex, weight, and the age of your proposed animal.

<b>Type of animal:</b>
<b>Animal name:</b>
<b>Sex:</b>
<b>Weight:</b>
<b>Age:</b>
<b>Additional Info:</b>

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Please note: ESA change requests will be reviewed concurrently with any new ESA requests that come in throughout the year. This takes place on the third Monday of each month.

## Permission for Release of Information

I give permission for the exchange of appropriate information regarding the approval of my emotional support animal between the following Departments of Elon University:

Office of Disabilities Resources  
Student Health Services  
Counseling Services  
Residence Life  
Housing Accommodations Committee (offices noted above)

**And** I give permission for appropriate Residence Life staff to discuss the details regarding the presence of the emotional support animal in the residence hall with my roommates/suitemates, as appropriate. We will not share specific details about your condition. These persons are (please list, if known):

Assigned Residence: \_\_\_\_\_

Roommates/Suitemates:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

\*Please have all applicable roommates/suitemates listed above review and sign separate copies of the Roommate/Suitemate ESA Agreement, located on the next page (3), and submit these completed agreements with your packet.

## Roommate/Suitemate ESA Agreement

You have a roommate/suitemate who has been approved for an emotional support animal  cat /  dog /  other (\_\_\_\_\_) to live in the residence with them. Consistent with Elon policy, this agreement serves to notify you of this approval and ensure you agree to this change in the residence.

If you have concerns about this, please email Residence Life ([residencelife@elon.edu](mailto:residencelife@elon.edu)) and Disabilities Resources ([disabilities@elon.edu](mailto:disabilities@elon.edu)) within two business days. If you do not have any concerns, please sign and date below so Residence Life and Disabilities Resources can move forward with finalizing the process.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Elon Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Owner's Responsibilities – Emotional Support Animal Agreement

Please read the following. In order to bring your animal to campus, you must initial beside each statement, sign, date, and return the attached agreement.

- \_\_\_\_\_ The Emotional Support Animal is allowed in your University assigned room/apartment and permitted in the communal areas of the residential facilities; the animal is not permitted in other areas of the university such as academic buildings, offices, libraries etc.
- \_\_\_\_\_ Emotional Support Animals brought into the residential facility and grounds must be always under the control of the owner. The owner is solely responsible for the animal's well-being, care, and cleaning, including but not limited to regular feeding, bathing, grooming, daily care, and veterinary services.
- \_\_\_\_\_ The owner must comply with all applicable state and county laws regarding the keeping of the animal and is responsible for making sure the Emotional Support Animal does not disrupt the residential community.
- \_\_\_\_\_ The Emotional Support Animal may not be left unattended overnight in the residential facilities to be cared for by another resident. Emotional Support Animals must be taken with the owner if they leave campus for a prolonged period.
- \_\_\_\_\_ Emotional Support Animals must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit. **If the animal is on a leash, the leash must be no longer than six feet in length to ensure appropriate physical distancing.**
- \_\_\_\_\_ Fecal matter deposited on University grounds or within the facilities needs to be removed immediately and disposed of properly. The owner is to arrange for removal of fecal matter if unable to perform the task personally.
- \_\_\_\_\_ Acknowledgement of the Emotional Support Animal by the roommate/suitemates will be required each year the resident is in housing, or when a new person occupies the residence.
- \_\_\_\_\_ **The owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as needed.** The Residence Life office will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a university-approved pest control service. The owner will be billed for the expense of any pest control treatment. The owner must be present when Physical Plant staff needs to enter the residence.
- \_\_\_\_\_ The University may remove or require the removal of the Emotional Support Animal that poses a threat to the health or safety to others on campus, disrupts the educational environment of the University and/or residential community, or if the owner does not comply with the owner's responsibilities for Emotional Support Animals. The Emotional Support Animal must not interfere with the quality of life of other residents on campus.

- \_\_\_\_\_ Animals that are tethered, unattended, or abandoned may be impounded in accordance with local laws and regulations.
- \_\_\_\_\_ Residence Life has the ability to relocate the owner and the Emotional Support Animal as necessary according to the Residence Housing Agreement.
- \_\_\_\_\_ The owner will be financially responsible for expenses incurred above standard cleaning or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the Emotional Support Animal.
- \_\_\_\_\_ The owner will hold the University blameless in the event the Emotional Support Animal goes missing. University staff are not responsible for the retrieval of your Emotional Support Animal in the event the animal escapes. Additionally, University staff is not responsible for your animal should an emergency arise or take place.
- \_\_\_\_\_ The owner must notify the Office of Disabilities Resources in writing if the Emotional Support Animal is no longer needed as an Emotional Support Animal or is no longer in the residential facilities. To replace an Emotional Support Animal, the owner must file a new Request for Accommodation through the Office of Disabilities Resources.

Please also know that Residence Life will be contacting your roommates (if any), prior to bringing the animal into the residence. Residence Life does this to verify that your roommates are aware of the need and have no health concerns that will make this difficult.

In addition, you must provide a picture of your animal and a copy of your animals' vaccination record. You **MAY NOT** bring your animal to campus until all documents have been received and approved. If you obtain updated records at any point throughout the year, those are to be provided to disabilities resources to update your file.

You will receive an email confirmation upon approval/denial of your request and receipt of your documentation.

Please make sure you have initialed beside EACH statement above, as well as sign and date the attached page to confirm that you have read and understand your responsibilities.

## Emotional Support Animal Agreement

I, \_\_\_\_\_ (please print) have read and understand the responsibilities of bringing my Emotional Support Animal to Elon University. I have provided (or attached to this agreement), a picture of my animal, and a copy of my animal's vaccination record.

This agreement is good for one academic year. You will need to sign a new agreement and provide an updated vaccination record every year you intend to live in a university residence with your animal.

**Additional statement:** In the event that I get sick, and I am unable to provide for my animal, I understand that it is my responsibility to obtain care for my animal. If this should happen:

**on-campus contact (optional):** \_\_\_\_\_  
(name/email)

**off-campus contact (required):** \_\_\_\_\_  
(name/email)

has agreed to care for my animal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

7-digit Student ID:

ESA Name:

Housing Assignment:

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### For Office Use Only

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Date Approved Until

Immunization Info:

\*\*\*\*\*

\_\_\_\_\_  
Date ESA Denied

Reason:

## ESA Photo

\*Attach .jpg, .jpeg, or .png format of photo in an email and send to [disabilities@elon.edu](mailto:disabilities@elon.edu) with your completed request packet.

## **ESA Vaccination Records**

\*Attach up-to-date vaccination records for your ESA, including rabies, (if applicable) in either Word or PDF format in an email and send to [disabilities@elon.edu](mailto:disabilities@elon.edu) with your completed request packet.