

Disabilities Resources

Emotional Support Animal Request Procedure

Please read this document in its entirety.

Students with qualifying mental health conditions may request an exception to the Elon University pet policy. This exception would allow the student to possess an emotional support animal in their residence hall, apartment, or University leased housing. To do this, students must complete an Emotional Support Animal Request Packet, which includes documentation from an **appropriate mental health professional.**

Request Process:

1. **You must be registered with Disabilities Resources to apply for an ESA.** If you are new to Disabilities Resources, you must [complete the accommodations intake form in Accommodate](#). If you are already registered with our office, you must submit a “supplemental” request in Accommodate.
2. After you have **submitted the entire packet via email or fax** to request an emotional support animal, your request will be reviewed for approval. **The following are all parts (a-f) of the packet to be completed and submitted to Disabilities Resources:**
 - a. Student-completed form: Emotional Support Animal Request (pages 3, 6, and top of 7)
 - b. Student- or guardian/parent-completed form: Permission for Release of Information (page 4)
 - c. Roommate/Suitemate ESA Agreement (page 5)
 - d. Provider-completed form: Documentation of Disability-Related Need for an Emotional Support Animal. **In addition to this form, the provider must include, ON LETTERHEAD, the date of the most recent office visit, professional credentials, and the professional’s signature.** (pages 7 through 11)
 - e. Emotional Support Animal Agreement—student will initial/sign in its entirety. (pages 12 to 14)
 - f. Photo of Emotional Support Animal—attach .jpg, .jpeg, or .png format in email to disabilities@elon.edu with rest of completed packet. (page 15)
 - g. Up-to-date vaccination records (must include rabies) for Emotional Support Animal in Word or PDF format, if applicable—email to disabilities@elon.edu with rest of completed packet. (page 16)
3. When the previous steps have been completed, you will receive an email notifying you of your approval. If you are denied approval for your animal, you will also receive an email with an explanation.

*This request must be completed at least thirty days prior to the start date of the semester in which you wish to bring the emotional support animal to campus. Completed requests submitted after the start of a semester or term will be considered, but final approval may be delayed until the beginning of the next semester or term. Applications received throughout the semester will be reviewed on the third Monday of each month. Animals found to be in the residence hall, apartment, or University leased housing without appropriate approval must be removed from the residence hall **immediately** until the process has been completed and the student has received final approval.

All completed documents should be submitted to:

Disabilities Resources
Elon University
2251 Campus Box
Elon, NC 27244

Phone: (336) 278-6568
Fax: (336) 278-6514
disabilities@elon.edu

Continuing ESA Request

If you want to keep your previously approved ESA accommodation for the next academic year, please complete the following:

1. Complete Residence Life's general Housing Application and indicate "Continuing ESA Accommodation on file" on the form.
2. Submit updated materials to Disabilities Resources via email or fax:
 - a. Updated vaccination records in Word or PDF format
 - b. ESA Agreement (pages 12 to 14)
 - c. Permission for Release of Information (page 4)
 - d. Roommate/Suitemate ESA Agreements (page 5)

Changed ESA Accommodation

If you want to change your previously approved ESA accommodation, please complete the following:

1. Complete the [ESA Request to Change Form](#) before the third Monday of the current month requesting or the third Monday of the following month, whichever comes first.
2. If approved, notifications and additional information will be sent following review by the ESA Committee.

Emotional Support Animal Request Form

To be completed by student. Please print.

Name:		Elon ID#:
Campus Box:	Residence Hall:	Semester and/or year to which this request applies:
Home Address:		
Phone:		Elon Email:
D.O.B.:		Are you a new, transfer, or a returning student? (mark one)

Please explain your need for an emotional support animal, based upon your documented mental health disability.

Please describe the 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.

Type of animal:
Animal name:
Sex:
Weight:
Age:
Additional Info:

To be signed by the student if age 18 or over. (To be signed by parent or guardian only if student is under age 18.)

Signature _____ **Date** _____

*Please note: Disabilities Resources reviews all requests to determine the presence of a qualifying disability as defined by the Americans with Disabilities Act.

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 page 5, and submit these completed agreements with your packet.

Roommate/Suitemate ESA Agreement

You have a roommate/suitemate who has been approved (or is currently applying for approval) 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) and Disabilities Resources (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: _____

To be completed by student. (Please print)

Name of Diagnosing Professional:	
Title of Diagnosing Professional:	
Address:	
Phone:	Fax:

To be completed by student. (Please print)

Student's Full Name:	
Home Address:	
Phone:	Fax:
Email:	Elon ID #:

(To be signed by student if age 18 or over. To be signed by parent or guardian only if student is under age 18.)

Signature: _____ **Date:** _____

Return to:

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Date Received: _____ (to be completed by ODR)

**Documentation of Disability-Related Need
Emotional Support Animal in University Housing**

(This top section is ONLY completed by student. Please print.)

Student:		Phone:
Elon ID #:	First-year, transfer, or returning student? (circle one)	D.O.B.:
Address:		

The above-named student has indicated that you are the (physician, psychiatrist, mental health worker) who has recommended that having an Emotional Support Animal (ESA) in the residence hall will be helpful in alleviating one or more of the identified symptoms or effects of the student’s disability. Generally, we accept documentation from providers in the State of North Carolina or the student’s home state. Letters purchased from the internet for a set price rarely provide the information necessary to support an ESA request.

The Federal Trade Commission (FTC) has been asked to investigate websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in question offer for sale documentation that is not reliable for purposes of determining whether an individual has a disability or disability-related need for an ESA because the website operators and health care professionals who consult with them lack the personal knowledge that is necessary to make such determinations.

This form must be completed by an appropriate mental health professional, who should not be a relative of the student. Please complete the following in detail so that we may better evaluate the request for this accommodation:

1. Diagnosis:

2. What major life activity (e.g.- walking, seeing, hearing, breathing, self-care, etc.) does the condition substantially limit?

3. Describe the current impact of the condition (including negative mental health impact that may occur if the request is not granted):

4. Original date of diagnosis: _____

By: _____ [Name]

_____ [Degree/Specialty]

5. Diagnostic criteria/tests used:

6. Date of most recent evaluation: _____

7. Treatments/medications/devices or services currently prescribed (name of medication and dose):

8. Expected duration, stability, or progression of the condition:

9. Rate the severity of impact of the condition on this student's performance of major life activities:

10. What symptoms will be reduced by having an ESA? Is there evidence that an ESA has helped this student in the past or currently?

11. Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way?

12. This student is requesting approval for the use of an emotional support animal in the student's University housing as a reasonable accommodation for a qualifying mental health condition. If you believe that such use is **necessary to enable the student to live on campus**, please explain the basis of your opinion, why you feel that the animal is necessary, and why other accommodations would be insufficient to allow this student to live on campus.

As we go through the approval process, we may find that we need additional information from you. We will notify you and the student if further information is required.

Additional comments (OPTIONAL):

Name of Professional (please print): _____

Professional Signature: _____

Date: _____

****We recognize that having an ESA in the residence hall/university housing can be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an ESA on both the student and the campus community.**

In addition to this form, please include, ON PROFESSIONAL LETTERHEAD, your address, telephone #, fax #, the date of the most recent office visit of the student, as well as your professional credentials, and your signature.

Please return to Disabilities Resources:

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disabilities@elon.edu

Updated: 11/2023

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:

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 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 with your completed request packet.