



Application for ESA Ownership

Student Information	
Name	
G Number	
Building/Room #	
Cell Phone	
Email	
ESA Information	
Species/Breed	
Name	
Age & Weight	
Veterinarian Name	
Veterinarian Phone	
License Information	
Date & License #	
Vaccination Information	
Date	Vaccine

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Student Signature*

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

# ESA Required Document Checklist

- ESA Application with animal and student information (please include vaccination and registration records) Date Received \_\_\_\_\_
  
- Vaccination and Registration Records Date Received \_\_\_\_\_
  
- Statement from the student on how the Emotional Support Animal affords the person an equal opportunity to use and enjoy the residence hall. This letter should include any other pertinent information for the Committee to consider. Date Received \_\_\_\_\_
  
- Verification of the student's disability from the attending physician, psychiatrist, or other mental health professional. This letter should articulate the functional limitations of the disability and the relationship between the disability and the relief an ESA would provide. The letter should include:
  - Confirm and define that the individual has a mental health diagnosis
  - Explain how the animal helps alleviate that condition
  - Describe observations of how the animal and patient interact and length of observed interactions
  - Explain the possible negative effects of the person not having the animal with him or her
  - Detail any training the animal has received from a qualified trainer (if applicable)Date Received \_\_\_\_\_
  
- Statement in writing from each suite or roommate verifying that they approve of an ESA in their living space (can be an email from MWSU account) Date Received \_\_\_\_\_

\*All materials listed on this checklist must be completed before review by the ESA Committee\*

Deadlines for Application:

Fall - July 15th

Spring - November 15th

Summer - April 15th

ESA applicants are reviewed once per semester. Applications received after deadlines *may* not be reviewed before the upcoming semester. Students receiving approval for fall or spring semesters must re-apply for the following fall. New summer applicants will be active for fall, spring, and the following summer.

# Procedures for Emotional Support Animals

Missouri Western State University is committed to creating an atmosphere of access, inclusion and opportunities for students with disabilities. The University recognizes Emotional Support Animals (ESAs) for individuals with disabilities and has established the following policies and procedures unique to this category of animals.

**Set forth below are specific requirements and guidelines concerning the appropriate use and protocols associated with ESAs.** MWSU reserves the right to amend this policy as circumstances require. The goal is to find the proper balance that serves the student while protecting health, safety, living, and study conditions for other students. This document is intended to outline the rights and responsibilities of residents who live in Residential Life.

## I. ESA Information

For the purposes of this document, comfort and therapeutic companion animals will be referred to as Emotional Support Animals (ESAs). This document **does not** address Service Animals. The differences between the two are as follows:

A Service Animal is an animal (typically a dog) that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Other animals, whether wild or domestic, do not qualify as Service Animals. Examples of such work or tasks include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

An Emotional Support Animal is (1) an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or (2) an animal that provides emotional support, which alleviates one or more identified symptoms or effects of a person's disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Other ESAs are trained by their owners. In some cases, no special training is required. The University may consider whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation by the person with the disability. Unlike a Service Animal, an ESA does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

For students living on campus, Federal fair housing regulations provide that ESAs be considered a reasonable accommodation in campus housing. In order for an accompanying ESA to be considered as an accommodation, sufficient documentation meeting the requirements of current federal fair housing regulations must be provided. In order to receive permission to have an emotional support animal in Residential Life or other university facilities, the student must work with Residential Life. Only **ONE** ESA per student is allowed.

These regulations only apply to housing facilities. The animals are not be allowed in other buildings on campus (e.g., library, academic buildings, classrooms, labs, Blum Union, etc.).

Non-domesticated, wild, dangerous, poisonous, and/or illegal animals are not permitted. Residence Life does not permit arachnids and other exotic animals in University housing given the health and safety issues unique to the type of animal and shared student housing.

Missouri Western State University has a responsibility to provide available safe and healthy housing to all students who are required or wish to live on campus in Residential Life. In keeping with this obligation, it is the policy of MWSU that ESAs are permitted in all housing facilities provided the established regulations and requirements are met. However, any student wishing to exercise his/her right to have an ESA in Residential Life must first have approval from the ESA Approval Committee in writing. Bringing and allowing an ESA to stay in Residential Life prior to acquiring said verification, may result in loss of privileges related to having an ESA in the future.

## II. APPROVAL PROCEDURES

Prior to bringing an ESA to campus, students must contact the Office of Residential Life and provide required documentation. Current documentation of items requested must be dated within the last 6 months.

Required documentation for the ESA Review Committee includes the following:

- ESA Application with animal and student information (please include vaccination and registration records)
- Statement from the student on how the Emotional Support Animal affords the person an equal opportunity to use and enjoy the residence hall. This letter should include any other pertinent information for the Committee to consider.
- Verification of the student's disability from the attending physician, psychiatrist, or other mental health professional. This letter should articulate the functional limitations of the disability and the relationship between the disability and the relief an ESA would provide. The letter should include:
  - Confirm and define that the individual has a mental health diagnosis
  - Explain how the animal helps alleviate that condition
  - Describe observations of how the animal and patient interact and length of observed interactions
  - Explain the possible negative effects of the person not having the animal with him or her
  - Detail any training the animal has received from a qualified trainer (if applicable)
- Statement in writing from each suite or roommate verifying that they approve of an ESA in their living space
  - In the event that one or more roommates or suitemates do not want to reside in the hall with an ESA, the animal owner will have to accept another housing assignment and is responsible for obtaining roommate approval.

Upon approval of an ESA, the Residential Life staff will contact the student for a meeting to discuss section III of this document (Owner Responsibilities).

## III. OWNER RESPONSIBILITIES

A. ESAs will not be left alone for extended periods in resident's room or apartment. In the event that an animal is left alone in a room or apartment for longer than a reasonable time, and is not being attended to as needed (food, time outside, etc.), or is creating a disturbance, Residential Life will contact the resident or their emergency contact to remove the animal IMMEDIATELY. If this is not successful, MWSU may notify Animal Control and shall have the right to have the animal removed. Such action may be taken by Residential Life without liability and any cost shall be the responsibility of the resident.

B. The student is responsible for assuring that the ESA does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there. ESAs must not make excessive noise or display behavior that will disrupt other community members. Emotional Support Animals must be well-behaved; this includes no excessive barking or whining, scratching, chewing or aggression such as attack, harass, sniff, jump on/at or disrupt others or their personal belongings. The resident is responsible at all times for the actions of his or her ESA. Individuals with disabilities who are accompanied by ESA must comply with the same rules regarding noise, safety, disruption, and cleanliness as people without disabilities. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.

C. The student is financially responsible for the actions of the ESA including bodily injury or property damage. The student's responsibility covers, but is not limited to, replacement of furniture, carpet, windows, wall coverings, etc. The student is responsible for any expenses incurred for cleaning above and beyond a standard cleaning. The University shall have the right to bill the student's account for unmet obligations. Should the ESA be removed from the premises for any reason, the student is expected to fulfill his/her housing obligations for the contracted period.

D. The student must notify Residential Life in writing if the animal is no longer needed or is no longer in residence. To replace an ESA, the student must file a new request with Residential Life.

E. The student is responsible for following a preventative pest, e.g., fleas, ticks, etc., and parasite control program. The student's residence may be inspected for pests 2-3 times a semester or as needed. The Department of Residence Life will

schedule the inspection. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a University approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

F. During times when University custodial or facilities management personnel must be in the residence, the approved animal shall be properly kenneled and the student present or the student shall temporarily remove the animal from the residence.

G. Emotional Support Animals must be caged at all times within the privately assigned residential room when the student is not present. ESAs must be contained within the privately assigned residential area (room, apartment, suite) at all times. When transported outside the private residential area in an animal carrier or controlled by leash or harness must be used.

H. Emotional Support Animals may not be left overnight in Residential Life to be cared for by another student. ESAs must be taken with the student if they leave campus overnight or for a prolonged period.

I. The Department of Residence Life may relocate the student and animal as necessary.

J. The student agrees to continue to abide by all Student Code of Conduct policies.

K. The student agrees to comply with the following animal health and wellbeing requirements:

- Vaccination: In accordance with local ordinances and regulations, the ESA must be immunized against diseases common to that type of animal, such as the rabies vaccine, and wear a rabies vaccination tag. If the ESA is canine or feline, the student is responsible for the approved animal wearing a collar with an ID Tag (with contact #) and a current rabies tag at all times.
- Health: Animals to be housed in Residential Life should have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The University has authority to direct that the animal receive veterinary attention.

L. Emotional Support Animals must be housebroken or predominantly reside in a cage. The resident is responsible for cleaning up all animal waste (both indoors and outdoors) in a timely and effective fashion. Failure to properly dispose of animal waste will result in a charge of violating Residential Life policies. Continued violations may result in termination of the contract.

M. Violation of the above rules and regulations may result in immediate removal of the ESA from the University and the student may be answerable to the Student Code of Conduct.

***My signature below acknowledges that I have read and understand my responsibilities as an ESA owner.***

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Residential Life Staff

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

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

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

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

Revised 6/18