



**Menlo College Office of Student Affairs**

**On Campus Emotional Service Animal Contract**

Menlo College complies with the Fair Housing Act in allowing students the use of approved Emotional Support Animals (ESAs) as an accommodation. Menlo College Policy 19.27 (“Service and Emotional Support Animals”) outlines the regulations regarding ESAs. Animals prohibited by California law will not be approved by Menlo College as Emotional Support Animals.

**DEFINITION OF EMOTIONAL SUPPORT ANIMAL**

The Fair Housing Act defines an Emotional Support Animal (ESA) as any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of the disability; the animal is not individually trained. ESAs are not limited to dogs and can be other species of animal. ESAs are not considered service animals. Animals may not be brought to non-public campus spaces prior to approval being granted.

The College will make an individualized assessment of each proposed emotional support animal. Dogs must also be completely trained and housebroken. The use of “puppy pads” will not be permitted. For dogs under 12 months old that are not already living with the student at the time the ESA is requested, the Office of Student Affairs will ask for a statement that the puppy is housebroken from the breeder, adoption agency, or person providing the animal to the student. For animals already known to the student, the student can self-attest to the housebroken status of the animal.

**DEFINITION OF OWNER**

A person with an emotional support animal.

**QUALIFYING TO HAVE AN EMOTIONAL SUPPORT ANIMAL ON CAMPUS**

For a student to qualify to have an ESA in their residence hall room:

- The student must have a disability as defined by the ADA.
- The student must be registered with the Office of Disability Services.
- The student must have an already established relationship with the animal.
- The ESA must be approved through the Office of Disability Services as an official accommodation, in conjunction with other offices as needed.
- The owner must notify the Office of Student Affairs and the disability services specialist if the animal is no longer needed or is no longer residing on College property (if the animal will be replaced, the owner must submit a new request).

## RESPONSIBILITIES/REQUIREMENTS - ESAs ON CAMPUS

### *OWNER*

- Is responsible to attend and be in full control of the ESA at all times. The ESA shall have a harness, leash, tether or be transported in an appropriate enclosure whenever it is outside of the residence hall room where it will be housed.
- In shared living spaces, the ESA should be in an appropriate container if the owner is not in the room with the animal.
- Is responsible for following all rules related to the restrictions of animals from buildings on the campus other than their residence hall.
- Is responsible for the costs of care necessary for the ESA's well-being. The arrangements and responsibilities for the care of an ESA are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for not leaving the ESA unattended for an unreasonable length of time
- The ESA's waste must be disposed of in a sealed bag in a designated outdoor trash area of the residence hall.
- If the ESA voids on the floor or carpet anywhere inside a residence hall, the student is responsible to clean up promptly to the best of their own ability, as well as submit a work request with Facilities for the area to be properly disinfected. The student must pay all costs associated with such clean up. ESAs must be housebroken and accidents should be infrequent.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. ESAs should be current with immunizations and wear a rabies vaccination tag, if appropriate.
- Animals must leave campus with the student if the student leaves overnight and during all College breaks if the student leaves campus.
- Is responsible for paying for any damage to College property or pest treatment caused by the animal.
- Must abide by all applicable residential policies, including room inspections.
- Is responsible for notifying the OSA and disability services specialist if the ESA is no longer needed.

### *OFFICE OF STUDENT AFFAIRS*

- Is responsible for developing the necessary procedures for the College and facilitating the use of ESAs by students on campus.
- Assists Owners and the College community when questions or concerns arise relating to ESAs on campus and seeks legal advice when necessary.
- If other residents raise concerns about the animal and attempts at mediation are unsuccessful, the Owner of the ESA will be provided with an alternate living space on campus and expected to move within a reasonable period of time.

## IMPORTANT CONSIDERATIONS

A service animal or ESA can be asked to leave or not allowed participation on campus if:

- The animal is found by the College to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal is not housebroken or kept in a cage where waste can be managed effectively
- The animal is found to be neglected or mistreated, and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is unreasonably dirty or odorous.
- An ESA attempts to enter a place on campus where the presence of an ESA causes danger to the safety of the owner or other students/members of campus.
- An ESA attempts to enter any place on campus where the ESA's safety is compromised.

A student will receive a written warning if a valid complaint(s) is received regarding the animal. Following the first warning, the student will have the opportunity to rectify the situation and correct the behavior. If a second complaint is received, the Office of Student Affairs will conduct a further assessment of the situation and the extent of impact to the community. At this point, it is possible that the student with the animal will be asked to switch rooms if there is availability on campus. Following a third complaint or incident, the animal will need to be removed from campus. Students must identify a person who could come to campus to remove the animal if needed within a reasonable amount of time. This person must be identified during the approval process. The individualized assessment of each incident may lead to escalation of this process, up to and including removal of an animal from campus after a first complaint, depending on the severity of any incident involving any service or support animal.

**All dogs over the age of four months must be vaccinated against rabies, and be licensed through the local city and town.**

Additional considerations to remember prior to bringing an ESA on campus:

- Any ESAs who misbehave or any owners (or others) who mistreat their ESAs should be reported to the Office of Student Affairs.
- **Approved ESAs are permitted only in your specific residence hall room.**
- Significant allergies to animal dander and other concerns
  - Concerns of this nature will be addressed on a case-by-case basis. Students are strongly encouraged to notify their roommate(s) of the fact that an emotional support animal will be present in an effort to address concerns including those related to allergies and objections or fears related to certain types of animals as early as possible in the housing assignment process.
  - Issues or concerns that may arise during the academic year should be reported as quickly as possible.
  - Owners who have concerns about any matter affecting their use of an emotional support animal should contact the Office of Disability Services.

**REMINDERS**

Emotional Support Animals are only allowed in the following locations:

- The ESA Owner’s assigned residence hall room
- Public areas where animals are allowed (grounds, etc.)
- Off-campus public areas where animals are allowed

ESAs cannot accompany the Owner to class or spend time in a residence hall room other than the Owner’s assigned room.

The Owner’s friend cannot care for the ESA in their room while the Owner is not present. The ESA cannot be cared for in any room other than the Owner’s assigned residence hall room.

By signing below, I, \_\_\_\_\_, certify that I have read the expectations above related to my approved Emotional Support Animal and agree to follow all of the guidelines expressed by the Menlo College Office of Student Affairs. I understand that I must seek re-approval each year to have an ESA on campus. I understand that I am responsible to abide by all regulations and understand that failure to abide by these may result in action being taken by the Menlo College Office of Student Affairs including rescinding my ability to have an ESA on campus.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

**PLEASE COMPLETE ALL INFORMATION ON THE NEXT PAGE**



Menlo College Office of Student Affairs

**On Campus Emotional Service Animal Contract**

**STUDENT INFORMATION**

Student Name:	Student ID Number:
Academic Year:	Housing Assignment:

**ANIMAL INFORMATION\***

Animal Name:	Animal Breed:
Animal Age:	Animal Color:

\*Please attach a photo in the space below of the animal. The photo should be a full picture of the pet only with their face and body completely visible.



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VACCINATION INFORMATION

NOTE: An annual clean bill of health is required by a licensed veterinarian and must show that your bet does not have any communicable diseases and must not have fleas or parasites.

Please list your animal’s vaccination history (please submit a copy of your ESA’s most recent vaccinations and vet record):

LICENSING INFORMATION

Please provide a copy of your pet’s animal license with a local government agency. Please verify that your animal has a tag with the owner’s contact information on it that is on the animal at all times.

Agency Your Animal is Licensed Through:

By signing this form, I, \_\_\_\_\_, indicate that all information presented is true and accurate to the best of my knowledge. I understand that I am responsible for notifying the Office of Student Affairs should any information on this form change.

Student Name (Print)

Student Signature

Date