**Emotional Support Animal Agreement**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Animal Breed/Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have been approved to have a service animal in the residence hall at Alverno College. I understand the following requirements as it relates to my emotional support animal:**

1. Resident must provide appropriate food, water, and shelter for the emotional support animal.
2. Resident must not allow the emotional support animal to be neglected or abused.
3. Resident is solely responsible for cleaning up and disposing of all animal waste (both indoors and outdoors) in a timely, effective fashion. Litter boxes should be placed on mats on floor so that feces and urine are not tracked onto carpeted surfaces.
4. Resident must not leave the emotional support animal alone in a room for an extended period of time; in the event that an emotional support animal is left alone in a room for an extended period of time and is not being properly cared for, Residence Life will attempt to contact the resident or the emergency contact to remove the animal. If this is not successful, Residence Life may notify Alverno College Safety and Security and seek to have the animal removed. All costs associated with removing the animal shall be the responsibility of the resident.
5. When the resident is not in the room, the emotional support animal must be properly caged or contained.
6. Resident must comply with all required state and municipal license requirements, including current identification and vaccination tags when applicable. Emotional support animals must wear a current rabies vaccination tag. Resident must provide requested verification of all veterinarian recommended vaccinations as well as proof of absence of communicable diseases, fleas and parasites (annually or as needed, thereafter).
7. The student is responsible for assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.
8. Resident is responsible for any odors, noise, damage, or other conduct of her service animal that disturbs or damages the premises. This includes, but is not limited to any replacement of furniture, carpet, window, or wall covering as well as cleaning costs considered above the normal cleaning provided for rooms.
9. Resident is solely responsible for the care and supervision of service animals. Residence Life assumes no responsibility for the care of a resident’s therapy animal.
10. Alverno College is not responsible for the evacuation of the emotional support animal in the event of an emergency.
11. The student must notify the Student Accessibility Coordinator and Director of Residence Life in writing if the animal is no longer needed as an emotional support animal or is no longer in residence. To replace one animal with a different animal, the student must file an updated request.
12. Residential Life and Housing has the authority to relocate a student and the support animal as necessary per current contractual agreements. Any violation of the above rules may result in immediate removal of the animal from the Residence Halls. If this occurs, the student has a right to appeal the decision through the Student Accessibility Coordinator and the Dean of Students’ Office.
13. Violation of the above requirements may result in revocation of emotional support animal agreement.

**Informing your Roommate**

Below we ask for you and your roommate to sign stating that you had a conversation regarding the Emotional Support Animal that you will be bringing into your shared room. By signing, you both agree to terms that you added to your roommate agreement regarding: care of the animal, how you will work through any conflict that arises due to the animal, sharing your living space with an animal.

Date of Conversation:

Roommate Name:

Roommate Signature:

Name:

Signature:

**Emergency Contact information for your Emotional Support Animal**

Please answer the following questions regarding who we may contact in the event that you need to leave the Residence Hall but are not able to bring your animal with you.

1. Name of Person to be called:
2. Does this person have access to the building in which you live:
3. How can we contact this person if the need arises:
4. Is there a specific routine that this person should complete?
	* 1. If so, please describe:
5. Is there a backup plan in place in the event that this person is unable to help?
	* 1. If so, please describe:
6. Have you spoken with this person to let them know about adding them as the emergency contact?

If the emergency contact listed above is not able to come to take care of you ESA, and you will be gone for an extended time, Residence Life will need to contact a Shelter to take the animal.

Name (Printed):

Signature: Date:

**Return this form via one of these methods:**

In Person: Residence Life, Austin Hall

Mail: Alverno College

 c/o Residence Life

 3400 S. 43rd St.

 P.O. Box 343922

 Milwaukee, WI 53234-3922

Fax: 414.382.6354

Email: residencelife@alverno.edu, subject “Service Animal Agreement”