Franklin Pierce University
Animal in Residence Registration Form

Emotional Support Animals (ESA) in University Housing

Students requesting an ESA reside with them in their on-campus assignment must obtain approval from Residential Life and the Coordinator of Student Accessibility Services by following the steps below. For the University guidelines on Emotional Support Animals please refer to section below. ESAs must not be brought into University housing without expressed approval from Residential Life.

- Complete the Housing and Meal Plan Accommodation Form

Once approved for the Accommodation:

- Complete the following Form.
- Provide a copy of required documentation including:
  - Veterinary materials (vaccination and certificate of health)
  - Proof of Town of Rindge license (Dog Only)

Registration of Service Dogs/Emotional Support Dogs

Owners of Service Animals Dogs or Emotional Support Dogs can register said animals in advance of moving to campus by contacting the Rindge Town Clerk.

http://www.rindgenh.org/towncloud/entity/Town-Clerk-13

Rindge Town Clerk's Office
30 Payson Hill Rd
Rindge, NH 03461
Telephone: 603-899-5181, Extension 107
Fax: 603-899-2108
Email: townclerk@town.rindge.nh.us

<table>
<thead>
<tr>
<th>Resident Information</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Email</td>
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# Animal Information

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<tr>
<th>Field</th>
<th>Details</th>
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<tr>
<td>Animal Type:</td>
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<td>Animal Breed:</td>
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<td>Hair Length:</td>
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<td>Animal Weight:</td>
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<td>Rabies Tag #:</td>
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<tr>
<td>Most Recent Rabies Vaccination Date:</td>
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<td>(Record Must be Attached)</td>
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<tr>
<td>Spayed or Neutered Date:</td>
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<td>(Record Must be Attached)</td>
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<td>Certificate of Health Date:</td>
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<td>(Record Must be Attached)</td>
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<tr>
<td>Town of Rindge License Number:</td>
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<td>(for Dog only)</td>
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<tr>
<td>Emergency Contact:</td>
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<tr>
<td>Veterinarian Name &amp; Contact:</td>
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<td>Veterinarian License # &amp; State:</td>
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**Reminder:** Please attach the veterinarian’s verification that the animal has all veterinary-recommended vaccinations to maintain the animal’s health and prevent contagious disease and certificate of health. Also include a copy of Town of Rindge required animal license (for dogs only). Verification of veterinary-recommendation vaccinations and animal license must be updated yearly and provided to Residential Life.

I verify, to the best of my knowledge, that all the information provided on this form and attached documentation is correct and I understanding the steps I must take in order to have an animal in residence. I have read the entire Emotional Support Animal Guidelines and agree to abide by all regulations set forth by the University.

Signature: ___________________________ Date: __________

**For Office Use Only:**

Date Materials Submitted to Residential Life: ___________________________

Residential Life Staff Member: ___________________________

Return completed Registration for to Residential Life by:

**Mail**  
Residential Life  
40 University Drive  
Rindge, NH 03461

**Fax**  
603-899-4368

**Email**  
Housing@franklinpierce.edu
Emotional Support Animal Housing Guidelines

Overview

An Emotional Support Animal (ESA) is an animal that provides emotional support which alleviates one or more identified symptoms or effects of an individual’s disability. The University recognizes the importance of allowing reasonable accommodations, including approved Emotional Support Animals, necessary to provide individuals with disabilities an equal opportunity to live in University housing. Unlike a service animal, an Emotional Support Animal does not perform a task for a person with a disability relating to activities of daily living or accompany that person at all times. These guidelines specifically refer to only the University at Rindge. For more information about having a service animal at Franklin Pierce University, please see the Franklin Pierce University SERVICE ANIMAL STATEMENT.

Service Animals vs. Emotional Support Animal

Title XII Public Safety & Welfare Section 167-D:8 II.
It is unlawful for any person to fit an animal with a collar, leash, vest, sign, or harness of the type which represents that the animal is a service animal, or service animal tag issued under RSA 466:8 or to request a service animal tag issued under RSA 466:8 if in fact said animal is not a service animal.

An Emotional Support Animal does not necessarily need to be trained, and is not limited to any specific type of animal. An ESA is subject to restriction from any area with a no-pet policy, this includes but is not limited to Dining facilities, Staff offices, Academic Space or Athletic facilities.

An individual with a disability may request a reasonable accommodation for an Emotional Support Animal in University housing if the individual can establish that the ESA is necessary to afford him/her an equal opportunity to use and enjoy University housing, and the presence of the ESA in University housing is reasonable.

Definitions

Emotional Support Animal. Emotional Support Animals (ESAs) are animals that provide emotional support which alleviates one or more identified symptoms or effects of an individual’s existing disability.

Pet. A pet is an animal kept for pleasure and companionship. A pet is not considered an Emotional Support Animal or Service Animal. Individuals are not permitted to keep pets on University property or bring pets into University buildings without authorization. Please refer to the University Pet policy for information regarding approved fish and tank sizes.

Owner. The owner is the resident student who has an approved ESA in university housing under these guidelines.

University Housing. A facility owned or operated by the University for the purpose of housing residential students, whether leased or owned.

Requesting Authorization to Have an Emotional Support Animal at Franklin Pierce University

All requests to have an Emotional Support Animal in University housing must be made through Residential Life and the Coordinator of Student Accessibility Services. The student must contact Residential Life before bringing the Emotional Support Animal to campus and follow the process of registration. To file an official request complete the Housing and Meal Plan Accommodation form. For more information on how to register for accommodations and services, visit the Residential Life webpage. If the request is approved the student must complete the Animal in Residence Request prior to bringing the animal to campus.

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Please note: Requests of this nature will be processed as quickly as possible allowing for contact with the student and possible follow-up with a 3rd party regarding documentation. No ESA may be brought into University housing until a decision is made on the ESA request.

When submitting supporting documentation, ensure that the documents include:

1. Proof of the disability from a licensed therapist or physician.
2. Substantiate the need for an ESA from a licensed therapist or physician.
3. State in writing, the connection between the disability and the ESA.

Having a psychological/emotional disability does not necessarily qualify an individual to have an Emotional Support Animal in University housing as an accommodation. The student must establish that the animal provides emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability.

This approval should be done annually, for new students to the University it should be completed along with all other housing paperwork (housing contact). For returning students this request should be made prior to Housing Selection in March.

Registration of an Emotional Support Animal

If an emotional support animal is a dog it must be registered under state law (see NH Chapter 466, http://www.gencourt.state.nh.us/rsa/html/xlv/466/466-mrg.htm), emotional support owners can register said dogs in advance of moving to campus by contacting the Rindge Town Clerk. This process is to be completed annually.

http://www.rindgenh.org/towncloud/entity/Town-Clerk-13

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Reasonableness Guidelines

The University, in consultation with the student and other parties, as appropriate, may consider the criteria below in determining whether the presence of the ESA is reasonable in making housing assignments for students:

- Whether the animal poses (or has posed in the past) a direct threat to the individual or others;
- Whether the animal causes (or has caused) excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal’s presence would force another individual from assigned housing (e.g. serious allergies);
- Whether the animal’s presence violates other residents’ right to peace, a healthy, clean and quiet environment; or the student residence due to animals presence presents a health and safety risk to the community;
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.
If a request has been granted for an emotional support animal, the approval is applicable only for that specific animal and housing assignment. Requests for another animal or subsequent housing assignments must follow the same procedures, as outlined in this policy, and will be determined following the same guidelines.

**Conflicting Disability Accommodations**

Housing will work to address any conflicts related to an ESA and assigned housing prior to and/or during the academic term. Students should contact Residential Life and the Coordinator for Student Accessibility Services if they have a medical condition(s), or chronic illness(es), and are concerned that exposure to an Emotional Support Animal will result in a health or safety related concern. Franklin Pierce University employees should contact the Human Resources Office. If not already registered with Residential Life and the Coordinator for Student Accessibility Services for that condition, the student with the concern will be asked to provide medical documentation that illustrates the condition(s). Residential Life and the Coordinator for Student Accessibility Services will conduct an evaluation process and determine if the condition is disabling and if there is a need for an accommodation. If a need for an accommodation is determined, Residential Life and the Coordinator for Student Accessibility Services will define the appropriate accommodation.

**Owner’s Responsibilities for an Emotional Support Animal**

Students granted the accommodation of an ESA in University housing are subject to the following rules and expectations, in addition to any other University rules and regulations.

- The animal must not be unruly, disruptive, or a direct threat to the health and safety of others. The animal must be under the owner's control at all times (defined as harnessed, tethered, on a leash, or held by the student).
- The ESA is permitted in the student’s room. The animal is excluded from other areas, such as common areas, other students rooms, dining halls, that otherwise prohibit animals.
- ESAs need to be removed so as not to be left unattended during breaks and extended residence hall closures. The student should reside in their residence hall room every night that the ESA is present. When the student is gone for 24 hours or more the animal should be gone as well. During repairs to the residence, the student must either be present to manage the animal or make arrangements to have it removed during the period of repair. Housing will notify the student of any such repair schedules to determine what is necessary.
- The student is responsible for any damage(s) caused by the animal. A toileting area and receptacle may be established outside the building if appropriate for the type and size of animal, this will be determined on a case by case basis.
- As with Service Animals, the owner is responsible for the care and supervision of the animal, which includes toileting, grooming, feeding, and veterinary care. Residential Life is not obligated to care for or otherwise supervise the animal. In addition, if the ESA is out of control and the student is unable to control/manage it, or if it is not housebroken, the animal may be removed from University housing.
- The ESA will be held to the same behavioral standards as residents (i.e., noise, disruption, destruction). The student will be held responsible for the animal’s behavior and subsequent consequences. The ESA may be removed and prohibited from University housing if the student is unable to control the animal’s behavior.
- When the student is not present in the Residential room with the ESA. The ESA must be kept in a cage, tank, crate or reasonably confined.
- The owner must abide by any applicable local or state ordinance, law or regulation pertaining to licensing, vaccination, and other requirements for animals residing in housing. The University may require documentation demonstrating compliance with such regulations. The Student must obtain a
license for their ESA if it is a Dog. Please see the link below for more information:
http://www.rindgenh.org/towncloud/entity/Town-Clerk-13

- If a student determines that they no longer need the animal in residence the student must notify Residential Life that the animal is no longer located in the student’s room.

The student is responsible for any damage caused by the Emotional Support Animal to University property or to the property of others. The University has the right to bill the student’s account for any unmet obligations.

The student should request that others avoid petting or addressing his/her Emotional Support Animal, feeding the ESA, deliberately startling the ESA, or separating or attempting to separate the student from the ESA. To the greatest extent possible, the animal should not:

- Make contact with others or their personal belongings;
- Display any behaviors or noises that are disruptive or aggressive to others; and
- Block an aisle or passageway for fire and/or emergency egress.

**Removal of an Emotional Support Animal**

The University may require the Owner to remove the ESA from University housing if:

- The animal’s behavior is disruptive, threatening, aggressive, or not under control;
- The animal poses a direct threat to the health or safety of others;
- The animal causes substantial property damage to others, including University property;
- The owner does not comply with the Owner’s Responsibilities set forth above; or
- The animal or its presence creates an unreasonable disturbance or interference with the University community.

Any incidents must be immediately reported to the Director of Residential Life, who will consult with the Coordinator of Student Accessibility Services, the ESA owner, and other parties as appropriate and render a decision on a case-by-case basis. After an animal has been removed from University housing, the student must submit a new request through Residential Life and the Coordinator for Accessibility Services to have an ESA in University housing.

Animals that are ill or in poor health should not be taken into common areas within the Residence Hall or out in public. Additionally, an animal displaying poor hygiene or consistent ill health may be asked to leave campus until the situation can be remedied.

In order to request that the Emotional Support Animal can return to campus:

1. Submit a letter to the Director of Residential Life and the Coordinator of Student Accessibility Services clearly illustrating the readiness of the animal to return. Indicate how the behavior was extinguished and what is being done to ensure continuing appropriate behavior if able to return.
2. Meet with the Director of Residential Life and the Coordinator of Student Accessibility Services.
3. Director of Residential Life and the Coordinator of Student Accessibility Services will conduct an evaluation process in order to make a final determination.

**Emergency Situations**

Animals can become disoriented and confused from the smell of smoke, fire or from sirens. University personnel and first responders are not responsible for removing an ESA during emergency evacuation for events such as a fire alarm and may not be held responsible for the care, damage to, or loss of the animal. It is the owner’s responsibility to remove the animal in the case of an emergency. The animal should remain
reasonability contained even during emergency response. Keep in mind the first priority of emergency personnel is the student and there may be situations that may necessitate leaving the animal behind in an emergency situation.

**Notification of ESA in Housing**

The University maintains the right to notify the student’s community and necessary university offices that the animal is located within the student's residence. The notification to the community can include a description of the animal and that is approved to reside in the community, the notification will not include specifics related to the accommodation or the student’s request. Notification to University offices can include but is not limited to Campus Safety, Facilities, Information Technology and Residential Life. The description of the animal, owners contact information and location of residence will be communicated to necessary offices, the reason for the accommodation will remain private.

**Resources: Americans with Disabilities Act**

