



WHEELING UNIVERSITY

Emotional Support Animal (ESA) Agreement

Student First Name: _____ Student Last Name: _____

Wheeling ID: _____ Contact Phone: _____

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Hair Length? _____

Veterinarian Name: _____ Veterinarian Phone: _____

Assigned Housing Room: _____ Academic Year: _____ Semester: _____

Names of Roommates: _____

Requirements for Residents with ESA Accommodation

Please review and initial each requirement indicating you understand and will adhere to the requirement:

____ The student must comply with all state laws and local animal ordinances, as well as all University and Student Services & Residence Life policies and guidelines.

____ The student must provide appropriate food, water and shelter for ESA and keep the animal and its shelter clean and free of odors. The ESA must be fed and watered inside the student's room/apartment. Food and water may not be left outside of the room/apartment at any time, including outside of building.

____ The student is solely responsible for the care and supervision of the ESA, Residential Communities assumes no responsibility for the care of a resident's ESA.

____ Routine maintenance of the ESA is required. For dogs, this includes flea and tick prevention and de-worming. Recommended vaccinations and annual examinations must be completed. Residence Life/Student Services has the right to request updated veterinary verification annually, or at any time during the ESA's residency.

____ The student must comply with all required state and municipal license requirements including current identification and vaccination tags. All animals must be tagged with 1) contact information for the owner and 2) municipal license (if applicable). If the ESA is not tagged, information must be clearly visible on its crate.

_____ The student must not allow ESA to be neglected or abused. If any animal neglect is suspected, Residence Life will contact the student, Public Safety, and the Humane Society. In some circumstances, Residence Life may allow an ESA control officer or humane society representative to enter the student's room/apartment and remove the ESA if, in the college's judgment, the student has: abandoned the ESA; left the ESA in the room/apartment for an extended period of time without food or water; or failed to care for a sick ESA.

_____ ESAs must be housebroken or crated at all times. The student is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in an outside dumpster. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster. Grooming/bathing of ESA should be off site at groomers/vet and not occur on campus.

_____ The student must not leave the ESA unattended in a room or apartment overnight, or for an extended period of time beyond normal work/class hours. Should this occur, Residence Life will attempt to contact the student or emergency contact to remove the ESA. If this is not successful, the local animal service agency will be contacted to have the animal removed. All costs associated with removing the ESA shall be the responsibility of the student.

_____ ESAs cannot be cared for or left in the rooms or apartments of other on-campus residents.

_____ The student must effectively control the ESA at all times. Those that are taken out of the room or apartment must be leashed at all times and limited to the designated space for exercise and elimination of waste as defined during meeting with Student Services and Residence Life. Residence Life or Public Safety may pick up unleashed ESAs and/or report them to the proper authorities. Residence Life may impose reasonable charges for picking up and/or keeping unleashed animals. The ESA cannot pose a threat to the health and safety of others. If the student cannot effectively control the ESA, or if the ESA poses a direct threat to the health or safety of others, the permission to keep that particular ESA in University housing will be rescinded until such time that the problem is rectified.

_____ The student must not allow their ESA to disturb, annoy, or cause any nuisance to the other members of the campus community.

_____ The ESA is not permitted in any public, common spaces within the residence hall/apartment, including community shared bathrooms, lounges, dining rooms, indoor recreation rooms, computer labs and study rooms, except to enter and exit the building.

_____ The student is responsible for any odors, noise, damage, or other conduct of their ESA if it disturbs others or damages the premises.

_____ The student agrees to use designated washer/dryer for cleaning personal items to reduce exposure of dander, hair etc. to other residents in the community.

____ The student bears sole financial responsibility and agrees to indemnify the University for any action of the ESA that causes bodily injury to individuals or property.

____ The student is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for other students who reside in the Dwelling unit. Sensitivity to residents with allergies and those who fear animals is important to ensure a positive residential community.

____ The student is responsible for instructing others on appropriate interactions with the ESA and setting clear expectations.

____ Roommates will be notified about the ESA. The notification will include the type of animal, size, and what services the ESA performs. Roommates may request a room change if they so desire.

____ No offspring of the ESA will be allowed.

____ An ESA may not be tied to any fixed object anywhere outside of the student's Dwelling unit, including outside of the building.

____ In an emergency evacuation of the building, if possible, the ESA should be on a leash or caged when exiting from the building.

____ Residence Life reserves the right to make reasonable changes to the ESA agreement. If such changes are made, Residence Life will distribute a written copy of any changes to every resident who has a current ESA agreement on file.

____ Any time the student requires maintenance or custodial services for their apartment or room, the student is requested to make arrangement with Physical Facilities to ensure that they are present in the room when staff arrive to complete the work order. At all times with Physical Facilities staff is present in the room/apartment, the student must either crate or leash the ESA.

____ The student is financially responsible for the actions of the ESA including damage that requires replacement of furniture, carpet, blinds, etc. The student is expected to cover all costs of returning the unit to the same condition it was in at the time of move-in. This may include cleaning all carpets and furniture to remove animal odors, dander, hair, etc. This applies to all parts of the room/apartment, as well as landscaping and other outside improvements (if animal relieves itself outside). If items cannot be satisfactorily cleaned or repaired, the student will be charged for their complete replacement.

____ Residence Life will inspect the residential unit on a regular basis. If fleas, ticks or other pests are detected through inspections, the unit will be treated using appropriate methods by the university-approved pest control services. Those costs will be put on the student's account.

____ Residence Life has the right to reassign the student to another space if the care of the ESA or its interactions with others becomes a concern.

____ If requested, the student will contact the veterinarian to provide the ESA Committee additional medical documentation for the ESA.

____ The student will be assigned a liaison within Residence Life who will oversee the logistics of the ESA moving into the space and any future moves from one location to another, arrange for notification of relevant parties, and assist with the student's plan for introducing the ESA to a new community. The following parties will be notified of an ESA living in the residential unit: Public Safety, Physical Plant, Housekeeping, and all departments within Student Services.

____ If the student violates any provision of this document, the student may be required to immediately remove the ESA from University housing. Removal and boarding will be at the student's expense.

I have read and agree to all the terms of the University's Emotional Support Animal in University Housing agreement. I understand that if I have questions, concerns, or need assistance, that I will contact my liaison in Residence Life.

Student signature

Date

Parent Signature (for students under 18)

Date

Vice President of Student Services

Date