

PROCESS INFORMATION

Penn State Housing and Food Services provides reasonable accommodations for a student with a disability who has a verifiable need of having a **Service Animal** in University housing. A reasonable accommodation is an exception to the University's rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy University housing.

This form is to request a Service Animal, and NOT an Emotional Support Animal (ESA). *What is the difference?*

- **Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** These tasks can include things like pulling a wheelchair, guiding a person who is visually impaired, or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog does must be directly related to the person's disability. Service dogs may accompany persons with disabilities into places that the public normally goes.
- An ESA is an animal (typically a dog or cat though this can include other animal) that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. The animal is **not** specifically trained to perform tasks for a person who has emotional disabilities. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents are normally permitted to go (example, commons areas, student lounges, laundry facilities, dining halls). An ESA is not permitted in other areas of the University without prior approval through the reasonable accommodation process administered through [Student Disability Resources \(SDR\)](#). To request an ESA, the "Request for Emotional Support Animal in University Housing" Form should be completed; the form is available at www.hfs.psu.edu/medical-accommodations.

A student must have accepted a Housing and Food Service (HFS) Contract to request consideration to have a Service Animal in University Housing.

The student will be informed of the final determination by email within 1-2 weeks after the initial submission of professional verification. If the student does not agree with the determination, the student may follow the University's Grievance Procedure www.psu.edu/dept/aaoffice/504_procedure.htm.

A student who is approved to have a Service Animal in University housing will be required to acknowledge the Service Animal Owner's Responsibilities, as outlined on the last page of this document. These responsibilities will be reviewed with the student by Residence Life staff.

COMPLETED FORM SUBMISSION

The completed form should be submitted to the appropriate office, based on a student's campus of attendance. The associated campus Disability Coordinator should be contacted to schedule an intake appointment.

University Park Student Disability Resources 116 Boucke Building University Park, PA 16802 814-863-1807	Commonwealth Campuses – Campus Disability Coordinator Phone Numbers http://equity.psu.edu/student-disability-resources/disability-coordinator	
	Abington 214-881-7962	Brandywine 610-892-1461
	Altoona 814-949-5540	Greater Allegheny 412-675-9454
	Beaver 724-773-3867	Harrisburg 717-948-6025
	Behrend 814-898-7101	Hazleton 570-450-3017
	Berks 610-396-6402	Mont Alto 717-749-6045

STUDENT INFORMATION

The University will not ask about the nature or extent of a student's disability. When it is not readily apparent that the dog identified by the student is trained to do the work or perform tasks for the student, Housing and Food Services and/or Student Disabilities Resources may ask the student with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform. The University will not require documentation, such as proof that the dog has been certified, trained, or licensed as a Service Animal.

Student Name _____ PSU ID _____
 Penn State _____
 Access Account _____ Campus _____
 Home Address _____ Local Address _____

 Home Phone _____ Local Phone _____

REQUIRED

I have read the Instruction page of this document, and understand the conditions outlined.

Student Signature _____ **Date** _____

1. Is the dog a service animal required because of a disability?

NO

YES

2. What work or task has the animal been trained to perform?

SERVICE ANIMAL OWNER'S RESPONSIBILITIES

A student who is approved for a Service Animal will be required to meet with Residence Life staff to review and agree to the following requirements. Failure to follow these requirements may result in the University requesting the removal of the Service Animal from University housing.

Student's Responsibilities as the Service Animal Owner:

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. The University reserves the right to request documentation showing that the animal has been licensed.
- The student is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained.
- In the case of an emergency, the University is not responsible for evacuating the animal.
- The University will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the animal that is beyond reasonable wear and tear. The student's living accommodation must be kept clean with no odors from the animal. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspection, the living accommodation 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 University housing. The University shall have the right to bill the student's account for unmet obligations under this provision.
- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from University housing.
- The animal may not be left alone overnight in University housing to be cared for by another student. The animal may not be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the animal must accompany the student.
- The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in University housing.
- If it is necessary for the animal to be removed from University housing premises, the student is obligated to fulfill the Housing and Food Service (HFS) Contract obligations for the remainder of the HFS Contract term.