



**Assistance Animal Agreement
Washburn University**

According to the United States Department of Housing and Urban Development (HUD) an “assistance animal” is an animal that works, provides assistance, or performs the tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability in their housing.

If the University grants an individual’s request to live with an Assistance Animal (one animal), the individual is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements. The director of Residential Living or designee will review the assistance animal agreement with the individual making the request and the individual requesting the assistance animal will initial on each line indicating an understanding of the statement.

Student’s Name _____ Building/Room # _____

Animal Breed & Description _____ Animal’s Name _____

Requirements for all Assistance Animals and/or their Handlers (Individual approved to have an assistance animal):

- _____ 1. All necessary documentation and approval of assistance animal must be in place prior to the allowance of the assistance animal in the residence halls.
- _____ 2. All students seeking an accommodation using an assistance animal must be registered with University Diversity and Inclusion (MO 105). All employees seeking an accommodation must be registered with Human Resources (MO 118).
- _____ 3. The animal must be licensed as required by Kansas and local law, and immunized against diseases common to that specific type of animal. Copies of current immunization papers/documents and license must be provided by the handler to the Residential Living Office located in the Living Learning Center (LLC).
- _____ 4. The Handler must notify Residential Living and University Diversity and Inclusion in writing, if the Approved Animal is no longer needed as an Approved Animal, or is no longer in residence. To replace an Approved Animal, the Handler must file a new “Assistance Animal Agreement Form” with the appropriate office as indicated in number 1 above.
- _____ 5. The handler must be in full control of the animal at all times and is responsible for instructing others on appropriate interactions with the animal and for setting clear expectations.
 - a. In all residence halls, and on campus, the animal is expected to exhibit appropriate behavior. Animals exhibiting inappropriate behavior may be removed from campus.
 - b. Assistance animals must be properly and appropriately confined (i.e., kennel, crate or carrier), if left alone in the resident’s room.
- _____ 6. An Assistance Animal must be contained within the privately assigned individual living accommodations (e.g., room, suite, apartment). Assistance animals are only allowed in other residential common indoor areas (i.e., lobbies) as needed to enter or exit the building.
 - a. When an Assistance Animal is outside the individual’s private living accommodations, it must be in an animal carrier or controlled by a leash/harness/kennel.
 - b. Assistance Animals are not allowed in any University facilities other than University residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.
- _____ 7. Assistance animals must be kept clean and groomed while on campus.
 - a. Animals must be groomed daily and bathed on a regular basis (or upon the request of campus authorities) by a vet, professional groomer, or in a private home.
 - b. Animals are not to be bathed in the bathroom facilities located in the residence halls.
- _____ 8. The handler is responsible for cleaning up after the animal. Waste from the animal must be picked up and disposed of in a sealed plastic bag. For assistance animals that deposit waste in a designated kennel, crate or litter box, the owner must regularly clean such kennel, crate or litter box to maintain the overall cleanliness of the room.
- _____ 9. Disturbing vocalizations of the animal must be kept to a minimum.
- _____ 10. All food for the support animal must be stored in a sealed container. Plastic storage bags are not sufficient.
 - a. Dishes used by the animal are to be cleaned separately from those used by humans.
 - b. Food and water bowls must be placed on mats in the assigned room or suite.
- _____ 11. Assistance animals are to be kept off all University provided furnishings.
- _____ 12. With regard to University housing, students with assistance animals are not automatically assigned to a private room and will likely be matched with roommates or suitemates who communicate an interest in living with an animal, to prevent possible concerns, such as allergies. Private room requests are only granted on an as-needed basis and standard private



room fees will apply. In addition, any damages caused by the animal will be the responsibility of the handler to recompense. An air purifier is recommended to reduce allergens.

- 13. Information about housing accommodations is considered confidential. Residential Living Staff will not share details/information with inquiring parties. Limited information about the presence of the animal will be shared with Washburn University Facilities and Maintenance Staff when maintenance is required. The handler must either be present or have the animal kenneled when maintenance has been requested.
- _____ 14. The handler of an assistance animal is **responsible for any liability associated with the animal** be it personal damage, property damage, or otherwise. Handlers that reside in residence halls or apartments whose room is carpeted, will be responsible for ensuring the carpet is professionally cleaned at either the end of the academic year, or the end of the handler's stay within the residential facility. Arrangements can be made to have University Facility Services professionally clean the carpet in the room, and in which case, the cost will be passed to the handler.
- _____ 15. If the animal causes substantial physical damage to the property of others, is not housebroken, or poses a direct threat of harm to others that cannot be eliminated or reduced, the resident may be asked to remove the animal from the residence hall.
- _____ 16. If any animal neglect is suspected, the issue will be reported to the proper local authorities as well as documented and adjudicated by the University's designee. The handler is solely responsible for the health and safety of the animal. The animal should not be left alone in the residence for no more than 4 hours.
- _____ 17. If any of the above conditions of this agreement are violated,
 - a. The first offense of any of the above listed policies will result in either 1) a written warning and a meeting with the Director of Residential Living or appropriately identified staff member or 2) removal of the animal from university grounds until appropriate behavior and/or concerns can be demonstrated and/or alleviated.
 - b. The second offense of any of the above listed policies will result in removal of the animal from university grounds until appropriate behavior and/or concerns can be demonstrated and/or alleviated.
- _____ 18. I understand that Residential Living staff will routinely check the residential dwelling to ensure all requirements are maintained.
 - a. The dwelling will be inspected at least once a semester for fleas and ticks. If fleas, ticks, etc. are detected upon inspection, the dwelling will be treated using approved fumigation method by a university approved pest control service. The owner will be billed for all pest treatment expenses.
 - b. Any complaints/concerns received pertaining to the assistance animal will be addressed by the Residential Living staff and discussed with the owner regarding any necessary actions.

University Diversity and Inclusion, Human Resources and/or Residential Living may place other reasonable conditions or restrictions on the Assistance Animal depending on the nature, characteristics, and species of the Assistance Animal.

I have read and agree to the conditions outlined in this document as they relate to the possession of an assistance animal on campus. I understand that I must abide by the terms of this agreement regarding assistance animals. Failure to abide by the terms and conditions set forth for assistance animals at Washburn University could result in removal of the assistance animal and disciplinary action pursuant to the Student Conduct Code.

For Service Term: ___ Spring 20___ ___ Summer 20___ ___ Fall 20___

Student Name (print) Student Signature Date

FOR OFFICE USE ONLY

Type of assistance animal for which approval is requested: _____

Accommodation Granted: ___ Yes ___ No; why _____

Agreement and regulations have been reviewed and agreed upon.

Residential Living Staff Name (print) Residential Living Staff Signature Date