Hocking College’s Department of Residence Life and Housing permits students with a documented need to house their Service or Emotional Support Animal within the Residence Halls. The stipulations regarding the animal are outlined below. Should damage or continued disruption occur as a result of any Service or Assistance Animal presence, the Residence Life and Housing Office reserves the right to revoke the accommodations made to house the animal in campus housing.

My initials below indicate that I have read and understand the following.

1. The applicant must provide documentation of regular (annual) veterinary visits to ensure that the animal is up to date on shots, boosters and/or vaccinations.

1. \_\_\_\_\_\_\_

 *Initial*

2. \_\_\_\_\_\_\_

 *Initial*

3. \_\_\_\_\_\_\_

 *Initial*

4. \_\_\_\_\_\_\_\_\_

 *Initial*

5. \_\_\_\_\_\_\_

 *Initial*

6. \_\_\_\_\_\_\_

 *Initial*

7. \_\_\_\_\_\_\_

 *Initial*

8. \_\_\_\_\_\_\_

 *Initial*

9. \_\_\_\_\_\_\_

 *Initial*

10. \_\_\_\_\_\_

 *Initial*

11. \_\_\_\_\_\_

 *Initial*

12. \_\_\_\_\_\_

 *Initial*

13. \_\_\_\_\_\_

 *Initial*

14. \_\_\_\_\_\_

 *Initial*

15. \_\_\_\_\_\_

 *Initial*

1. The animal must be in compliance with local registration/licensing ordinances.
2. While in public spaces the animal is to be leashed and under the control of the applicant at all times unless the trained service of the service animal requires that the animal be untethered to perform its service.
3. The animal is the sole responsibility of the applicant and is not to be in the care of others while in the residence halls unless academic responsibilities, such as prolonged absence from the building, prohibit care by the applicant. In such case, a designated handler may care for the animal in such a way that an undue disturbance is not created.
4. Outdoors, the animal is expected to be collared and leashed at all times while on campus, again, unless the trained service of the animal requires that the animal be untethered to perform its service.
5. The animal may not be left in the residence halls unattended overnight. If the applying student is away from the halls overnight, the animal is expected to be removed from the building.
6. Any extended absence from campus will necessitate that the animal be taken off campus.
7. The applicant is responsible for restraining the animal from causing damage to the building and/or college provided furniture. Additionally, the applicant is responsible for any bites, scratches, injuries, or damages to person or property as a result of the animal.
8. The applicant is responsible for providing a healthy living environment for both the residents of the building and the animal. The animal may be removed should either become problematic.
9. While residing on campus the animal is expected to have regular, year-round, flea treatment to avoid infestation. If it is determined that an infestation has occurred as a result of the animal, the cost of extermination will be at the expense of the applicant. Additionally, repeated infestation may be grounds for removal of the animal.
10. Waste matter (fecal, litter, vomit, etc.) must be cleaned up and disposed of immediately by the applicant/handler. Waste is to be disposed outside of the building in approved waste receptacles.
11. Signage must be present on the door of the applicant’s room indicating that an animal is present. The sign should include a picture of the animal, animal type, breed, size and weight. The purpose of this signage is to notify maintenance/emergency personnel of the presence of the animal in the event that entry in to the room is necessary when the student is not present.
12. The applicant is responsible for regular cleaning of the room where a pet is present to maintain acceptable allergen levels. Applicants are also encouraged to use HEPA air cleaner in the room.
13. Nuisance pets (those causing damage to the building or causing a disruption to the community) may be removed from campus. Any charge incurred as a result will be the responsibility of the applicant and may be billed to their student account. Owners of disruptive pets will be warned no more than three times. Warning will be provided to the student in written form and address the inappropriate behavior. Multiple violations of this policy may result in the animal being removed from campus pending investigation.
14. The applicant must be receptive to reasonable complaints regarding their pet. Formal grievances can be filed with the Residence Life office. These grievances can be filed against the pet regardless of who may be in possession of the pet when the violation occurs. Action resulting from a grievance claim can include removal of the animal pending further investigation.

**Department of Residence Life**

Service and Assistance Animal Approval Form

**Applicant Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hocking College Residence Hall: \_\_\_\_\_\_\_\_\_\_\_\_ Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Contact Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_\_ Secondary Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_\_

I have read and understand the pet policy (see reverse) and agree to abide by this policy.

I understand that failure to do so may result in this privilege being revoked. Further, I understand that any damages occurred as a result of my pet will be my responsibility.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 *Requesting Student’s Signature Date*

**Requested Animal Information:**

Animal Species: Dog: Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Breed Information (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Veterinary Visit: \_\_\_/\_\_\_/\_\_\_ Animal Weight: \_\_\_\_\_\_\_\_\_ kg/lbs Approx. Age: \_\_\_\_\_\_

State of Licensure: \_\_\_\_\_\_\_ County of Licensure: \_\_\_\_\_\_\_ License #: \_\_\_\_\_\_\_\_\_

Recommended Vaccinations: Date Rcv’d Effective Thru Date Rcv’d Effective Thru

Canine Distemper \_\_/\_\_/\_\_ \_\_/\_\_/\_\_

Parvovirus \_\_/\_\_/\_\_ \_\_/\_\_/\_\_

Hepatitis \_\_/\_\_/\_\_ \_\_/\_\_/\_\_

Rabies \_\_/\_\_/\_\_ \_\_/\_\_/\_\_

Specific Care Information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Administrative Use Only:*

Request Filed w/ Access Center: Yes \_\_/\_\_/\_\_ No

 *Date Complete*

Type of Animal: Service Therapy

**Attach physical photo of the animal or submit photo electronically to bennettt@hocking.edu**

Access Center Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access Center Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Status: Approved Denied

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

*Director of Residence Life & Housing Date*