

## Request for Assistance Animal in University Housing

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

### PROCESS INFORMATION

The University of West Florida is committed to providing equal opportunity to all of its programs, activities, and services, and in compliance with the Americans with Disabilities Act (ADA) as amended in 2008, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (HUD). The University of West Florida provides reasonable accommodations for a student with a disability who has a verifiable need of having an **Assistance 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 an Assistance Animal, and NOT a Service Animal. *What is the difference?*

- **Service Animal** As defined by the ADA, Service Animals are dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related to the person's disability and must always be with and under the control of the Eligible Person. The Service Animal may not be left unattended. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.
- **Service Animal-in-Training (SAIT)**. A dog undergoing training by a trainer. To qualify as a service animal, a dog must already be trained. Until training has finished, a dog is considered a SAIT.
- **Assistance Animals**. As defined by the FHA, Assistance Animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance Animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. Some animals, but not all, that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation by the person with the disability. Assistance Animals are not considered Service Animals and are not permitted in public spaces, classroom or workplaces.
- **Emotional Support Animal**. An animal whose sole function is to provide emotional support. Emotional support animals do not qualify as service animals and are not permitted on campus except to the extent the animals are considered Assistance Animals under the FHA

Per University Policy P-19.01-01/20

### PROCESS FOR REQUESTING ASSISTANCE ANIMALS IN UNIVERSITY HOUSING

The student must have accepted a Housing and Residence Life Contract to request consideration to have an Assistance Animal in University Housing. These steps should be followed to request an Assistance Animal:

1. A qualified third-party (e.g., psychiatrist, psychologist, primary care provider, or clinical licensed social worker) who is providing treatment to the student should complete this form. Only the information requested on this form should be provided, and it must be from a professional provider treating the student.
2. The student submits the completed form to Student Accessibility Resources.
3. Student submits animal records (proof of current vaccinations).
4. Student completes Assistance Animal Rights & Responsibilities form.
5. Student receives final approval with date animal is permitted on campus via email from Housing & Residence Life.

The information completed on this form will be reviewed to determine:

1. That the student is a person with a documented disability;
2. The Assistance Animal being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and
3. That there is an identifiable relationship between the disability and the support that the Assistance Animal provides.

In order for the University to properly coordinate your accommodation request, please follow the following deadlines. Animals are not permitted in University Housing until the registration process has been completed.

- Fall – May 1<sup>st</sup>
- Spring – November 1<sup>st</sup>

*\* Requests for reasonable accommodations for Assistance Animals made after these deadlines will be considered, but may not result in a determination prior to the start of the semester. All final accommodation determinations will be communicated in writing to the student through Student Accessibility Resources.*

Per University Policy P-19.01-01/20

#### Assistance Animal Accommodation Factors

UWF may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in making housing assignments for individuals with Assistance Animals:

- the size of the animal is too large for available assigned housing space;
- the animal's presence would force another individual from housing (e.g. conflicting disabilities);
- the animal's presence otherwise violates an individual's right to peace and quiet enjoyment;
- the animal is not housebroken or is unable to live with others in a reasonable manner;
- the animals' vaccinations are not up-to-date;
- the animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
- the animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

## *Request for Assistance Animal in University Housing*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

**The student will be informed of the final determination by email within 7-14 business days after the initial submission of provider verification form and completion of an intake appointment.** If the student does not agree with the determination, the student may follow the University's Grievance Procedure located at [www.uwf.edu/sar](http://www.uwf.edu/sar).

The University reserves the right to reassign the student to a space to accommodate the Assistance Animal if there is a potential impact on roommate(s). For example, if a roommate has a conflicting medical condition that could be impacted by the presence of the animal.

The approval of an Assistance Animal is animal-specific. If a student intends to replace an Assistance Animal, a new request and updated supportive documentation must be submitted to Student Accessibility Resources.

Note: The University has the right to deny animals that pose a disease or other health threat to humans.

A student who is approved to have an Assistance Animal in University housing will be required to acknowledge the Assistance Animal Owner's Responsibilities as outlined on [www.uwf.edu/sar](http://www.uwf.edu/sar).

### **COMPLETED FORM SUBMISSION**

The completed form should be submitted to Student Accessibility Resources. Students should contact Student Accessibility Resources at 850-474-2387 with any questions regarding this process.

### **STUDENT INFORMATION – completed by student**

Student Name _____	UWF ID _____
UWF Email _____	
Address _____	
Home Address _____	Local Address _____
Home Phone _____	Local Phone _____

### **REQUIRED**

I have read all pages of this document, and understand the conditions outlined.

Student Signature: \_\_\_\_\_

### **COMPLETED FORM SUBMISSION**

The completed Request for Assistance Animal in University Housing should be submitted to Student Accessibility Resources.

Via Mail:  
Student Accessibility Resources  
Bldg. 21/Room 110  
11000 University Parkway  
Pensacola, FL 32514-5750

Via Fax: 850-474-2250

Via Email: [sar@uwf.edu](mailto:sar@uwf.edu)

## Request for Assistance Animal in University Housing

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

### STUDENT HEALTHCARE SECTION – completed by healthcare provider

Student Name \_\_\_\_\_ DOB: \_\_\_\_\_

To properly evaluate how The University of West Florida can best meet the student’s need for **requesting an Assistance Animal in University housing**, the University requires specific diagnostic information from a licensed clinical professional or health care provider who is directly responsible for the treatment of the student’s disability, including the intentional use of an Assistance Animal to address specific functional limitations that result from the student’s physical or psychological condition(s). The provider completing this form **cannot** be a relative of the student.

**The provider should completely respond to ALL questions** and may attach additional related information.

<p><b>1. Does the student who you have individually examined and treated have a physical or mental impairment that substantially limits one or more major life activities?</b></p> <p>a. NO. b. YES: Describe what major life activities are impaired:</p>
<p><b>2. Does the student need an assistance animal due to a disability?</b></p> <p>a. NO. b. YES.</p>
<p><b>3. Identify the disability-related need for an Assistance Animal, and explain how the animal alleviates one or more of the identified substantially-limiting major life activities (thereby reducing the identified symptoms or effects of this individual’s existing disability).</b></p>
<p><b>4. What type of animal is being requested?</b></p>
<p><b>5. If the student (animal owner) requires a re-evaluation in the future to qualify for this accommodation, what is the timeframe of this accommodation?</b></p> <p>a. Start Date: _____ to End Date: _____ b. ___ No re-evaluation necessary. This is a permanent condition. ___(provider’s initials)</p>

I am verifying that the named student information is correct, that the student is a patient that I have been treating, and that **I am not a relative of the student.**

Provider Name \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_

Provider Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_