

University of Windsor Residence Service Animals Acknowledgement

Residence Services has received your request for exemption from the No-Pets Policy of your Residence Contract as you require the use of a Service Animal. This document is used to ensure that you clearly understand the expectations regarding your animal being present in your residence. This Agreement supports and reinforces the "Policy on Presence of Service Animals on Campus" as amended from time to time and where there is any discrepancy, the Policy shall govern.

Definitions

1. For the purposes of this Agreement, the following terms shall have the meanings set forth in this Section:

Service Animal: An animal is deemed a "Service Animal" if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or if the person provides a letter from a regulated health professional (see Policy on Presence of Service Animals on Campus for list) confirming that the person requires the animal for reasons relating to the disability.

Residence: The term "Residence" shall mean Residence Services at the University of Windsor.

Owner: The "Owner" is you, the resident who has requested the accommodation and has received approval to bring the Service Animal into residence.

Documentation and Administration

2. The Owner agrees to attend a meeting with the Team Lead, Residence Life at the beginning of the academic year (or prior to your Service Animal moving into residence, if the request is granted during the academic year) to review the Owner's obligations under this Agreement and any specific directions related to the particular residence. Further, the Owner agrees to attend meetings throughout the year at the request of the Team Lead, Residence Life.
3. The Owner shall ensure that the Service Animal is up-to-date with check-ups and vaccinations (within the last 12 months), as determined by their veterinarian and in accordance with all applicable laws, by-laws, and regulations (these shall include: heartworm, flea, tick and dewormed). The Owner shall provide proof of vaccinations to the Residence Services Admissions Secretary and these records will be kept with the student's residence file. Residence reserves the right to make reasonable requests for updated vaccination verification during the Service Animal's stay in residence.
4. The Owner shall ensure that the Service Animal meets all local licensing requirements. The Owner shall provide proof of licensing to the Residence Admissions Secretary and these records will be kept with the student's file.

Care of the Service Animal

5. The Owner shall ensure the Service Animal is spayed or neutered prior to the Service Animal moving into residence.
6. The Owner shall take appropriate care and supervision of the Service Animal and shall take the Service Animal with him/her when leaving campus overnight or for prolonged periods of time. The Owner will not leave the Service Animal in residence to be cared for by another resident.
7. The Owner shall ensure that the Service Animal is clean, well-groomed and does not have an offensive odour but shall not use residence showers, sinks or baths to clean their Service Animal. Local groomers are recommended.
8. When applicable, the Owner shall take responsibility for the upkeep and cleaning of cages or habitats in which the Service Animal resides.
9. The Owner shall ensure that the Service Animal is safely removed from the residence during fire alarms or evacuations, as long as such removal doesn't endanger the Owner or other person's safety.

Waste Disposal

10. The Owner shall be responsible for the timely and complete cleanup of the Service Animal's waste and shall toilet the Service Animal in areas designated by Residence. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in an outside trash can. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

Living within a residence community

11. The Service Animal shall be kept by the Owner in a manner so as not to disturb, threaten or create a nuisance for other residents or staff.
12. The Owner shall keep the Service Animal in his or her residence room at all times. When moving the Service Animal out of residence, the Service Animal must be in a carrying case or on a leash.
13. The Owner shall not have more than one Service Animal in a residence room/accommodation without the consent of Residence Services.
14. The animal cannot pose unreasonable or direct threat to the property or the health and safety of persons on campus. While allergies or a fear of animals are generally not valid reasons to exclude a service animal, in rare cases a person's allergic reaction or phobia may be so severe that animal contact prevents participation. In those situations, the affected person may also request an accommodation, such as keeping the animal and the affected person separate, as much as is possible. Situations relating to excluding an animal are evaluated on a case by case basis and in accordance with the "Policy on Presence of Service Animals on Campus".

Enforcement

15. Residence may provide notice orally or in writing to the Owner of any breach of this agreement and may afford the Owner the opportunity to rectify such breach within a time period specified by Residence.

Housing, in its absolute discretion, may relocate the Owner and Service Animal as necessary to a different residence building in order to accommodate the Owner, the Service Animal and/or other individuals who may be negatively affected by the presence of the Service Animal.

16. In the event that the Owner fails to observe or abide by the rules and practices outlined herein, Residence may require the removal of the Service Animal from the residence, which decision and or conduct may be reviewed through the student discipline process in residence. Prior to any re-location, the Owner may be given the option of staying in the same room or building without the Service Animal.

Responsibility for Damages and Expenses

17. The Owner agrees that they are liable for any damages caused to persons or property by their Service Animal and that such damages may form the basis of a complaint against the Owner.
18. The Owner is responsible for any expenses incurred for required cleaning above and beyond a standard cleaning or for repairs to the University of Windsor premises, just as any other resident would be responsible. Any such damages may be addressed during or after the Owner and Service Animal stay in their room in residence.
19. The Owner acknowledges that Residence Services, may bill the Owner's student account for any unmet obligations under this Agreement and/or for any amounts owed to the University of Windsor arising out of the Service Animal's stay in Residence.

Animal Care Plan

As the Owner of a Service Animal, I am responsible for developing an Animal Care Plan.

Name: _____ Date: _____

Signature: _____ Student Number: _____

Type of Animal:

Name and age of Animal:

Designated Location(s) where the animal will relieve itself:

Name, Contact Information and Location of Veterinarian: _____

Name, Contact Information and Location of Groomer:: _____

Products that will be used to clean messes caused by the Service Animal: _____

Have there been issues with the Service Animal making excessive noise (barking, meowing, etc)?

Yes, or No

If yes, please provide details. *In order for the Service Animal to stay in Residence, a noise mitigating plan must be put in place in order to prevent disturbances to other Residents.

Is there anything else that Residence Service should know about your Service Animal that would assist supporting your stay in residence? _____
