



Office of Disability & Accessibility Services

Submit form to:
801 National Road West
Richmond, Indiana, 47374
765.983.1341 (Phone)
765.983.2120 (Fax)
odas@earlham.edu

Assistance Animal Owner Agreement

Student Legal Name: _____ Student ID: _____

Preferred/Chosen Name: _____ Residence & Room: _____

Cell Phone: _____ Email: _____@earlham.edu

Emergency Contact Name: _____

Emergency Contact Phone: _____

Emergency Contact Email: _____

Animal Name: _____ Sex (circle): M F Weight: _____ oz/lbs

Species: ☐ Dog ☐ Cat ☐ Rabbit ☐ Bird ☐ Other _____

Earlham College will not ask for or require the Owner to pay a fee or surcharge for an approved animal. The Owner is solely responsible for the custody and care of their animal and must meet the following requirements as outlined in Earlham College's Students with Disabilities Policy (See section on Assistance Animals in College Housing).

Owner Responsibilities

1. Animals on campus must be an approved accommodation through Disability Services. The process for certification of disability status and accommodation can be found within the policy. Any unapproved animal found in college housing must be removed by the Owner within 24 hours. After 24 hours, the animal will be removed at a cost to the Owner. Animals cannot reside in any residence during the certification process. The fine for discovery of an unapproved animal is \$200 not including any cost associated with removal.
2. An animal is only allowed in the Owner's room in housing with the exception of taking the animal outside for natural relief.
3. When an animal is outside their Owner's room, the animal must be in a carrier, cage, or controlled by a leash or harness.
4. An animal must be under the dominion and control of their Owner at all times. The Owner shall not permit their animal to run loose while on campus property. If an animal is found running at large on campus property, the animal is subject to capture, confinement, and immediate removal from campus at a cost to the Owner. An animal may also be removed if it regularly escapes the Owner or demonstrates an overpowering of the Owner.
5. The Owner is responsible for disposal of their animal's waste or for making the necessary arrangements to ensure waste is disposed of safely and sanitarily.
6. Litter boxes and cages need to be kept clean with odors limited to something that is reasonable. The odor of an animal may not emanate from the Owner's room. It is recommended that litter boxes be cleaned daily and litter be fully replaced every two weeks. Bird and rabbit cages should be cleaned once per week. To best manage odors, it is also recommended that litter boxes and cages be placed away from the door.

7. Regular and routine cleaning of floors, kennels, cages, litter boxes, and tanks are required. Animal accidents within the room must be promptly cleaned up using appropriate cleaning materials.
8. Animal waste must be disposed of in a trashcan or dumpster that is outside the residence. No animal waste may be disposed of in any interior trashcan, sink, toilet, or drain.
9. The Owner should keep their animal from urinating and/or defecating in gardens or cultivated areas on campus.
10. No animal may be bathed in any building on campus including residence bathrooms or kitchens.
11. If maintenance has to be done in the Owner's room, the Owner must be present and the animal must be caged. The Owner may remove their animal for the duration of the work of desired.
12. It is recommended that the animal be caged or in an enclosure when the Owner is not present in the room unless a roommate is present and agrees to be responsible for the animal. Should the Owner choose not to cage their animal, they will be financially responsible for any property damage.
13. The Owner is required to ensure their animal is well cared for at all times. Any evidence of mistreatment, abuse, or neglect will result in the immediate removal of the animal. Fees and/or expenses associated with removal will be at a cost to the Owner. Consequences for mistreatment of an animal can be found within policy under the section, *Disciplinary Consequences for a Failure to Abide by Owner Responsibilities*
14. The Owner will be charged for any property damage caused by their animal beyond reasonable wear and tear to the same extent that other students are charged for property damage beyond reasonable wear and tear.
15. The Owner's living space may be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved methods by a College-approved pest control service billed to the Owner.
16. Infestations must be reported to the Office of Residence Life as soon as discovered. The Owner will be billed for the expense of any pest treatment that is found to be attributed to their animal.
17. No animal may be left unattended for more than 12 hours. Anything beyond 12 hours will be considered neglect and subject to the consequences associated with animal mistreatment. It is the Owner's responsibility to ensure that their animal has appropriate food and water at all times, but especially during the Owner's absence.
18. An animal may not be left overnight in college housing to be cared for by any individual other than their Owner. If the Owner is to be absent from their living space overnight or longer than 12 hours, animals must accompany their Owners. The only exception to this item is college-sponsored events.
19. The Owner will provide the Office of Disability Services with the name of a Temporary Assistance Animal Caregiver for Earlham-sponsored events that require overnight accommodation or in the event of an emergency. Temporary assistance animal care may not exceed three days. Owners and Temporary Caregivers must abide by the responsibilities set forth in the *Temporary Assistance Animal Caregiver Agreement*. Any change in temporary caregiver information should be immediately submitted to the Office of Disability Services.
20. In the event of an emergency wherein the owner is missing, incapacitated, or otherwise unable to contact a temporary caregiver for their animal, Earlham College personnel will reach out to the emergency contact on record for care of the assistance animal. Current students or faculty/staff members cannot serve as emergency contacts. Emergency contacts should be within 200 miles or 4 hours driving distance of the college. Any change in emergency contact information should be immediately submitted to the Office of Disability Services.
21. Animals are approved for college housing only as long as it is a reasonable accommodation per the Owner's disability status and treatment plan. An Owner must notify Disability Services, in writing, if their animal is no longer needed or in residence.
22. Should an Owner's situation change and a request for approval of a different animal is forwarded, the Owner must follow the procedures below. Previous approval of an assistance animal does not guarantee approval of a different animal.
23. Earlham College personnel are not responsible for the provision of care, water, or food to animals.
24. Earlham College personnel are not responsible for the removal of animals during emergency evacuation events, such as a fire alarm. In the event of an emergency, first responders will determine whether or not to remove animals. Emergency personnel cannot be held responsible for the care of, injury to, and/or loss of animals. The Owner assumes all risks associated with emergency removal of their animal.

25. The Owner is required to affix to the top left-hand corner of their doorframe the squirrel decal provided to them by Disability Services. This decal must be visible at all times and cannot be placed in another location. If this decal is lost or damaged, the Owner should request a replacement from Disability Services as soon as possible. This decal discloses the presence of an animal in the room to Earlham officials, emergency personnel, and those individuals who may be impacted by the presence of an animal (e.g., individuals with allergies or fears/phobias). This decal does not disclose the Owner's disability or reasonable accommodation as all students with an approved animal are provided this decal.
26. The Owner with an approved animal understands that the Office of Residence Life may disclose the presence of an animal to potential roommates and/or neighbors for the purposes of equitable housing accommodation of all students.
27. The Owner must fully cooperate with Earlham College personnel concerning the responsibilities outlined in this policy. Concerns related to animal care (e.g., bathing animals, feeding/watering animals, disposing of feces, cleaning litter boxes, removing unreasonable odors, etc.) brought to the attention of the Owner must be addressed immediately and without incident.
28. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the Owner's disability, such as assuring that their animal does not unduly interfere with the routine activities of the residence, cause difficulties for neighbors, or disturb the peace of the living environment.

Acknowledgment

By my signature below, I verify that I have read and understand the Assistance Animals in College Housing section of the Students with Disabilities Policy, including mandatory conditions for approval and retention of an assistance animal in college housing, owner responsibilities, grounds for exclusion or removal of an assistance animal, and processes and procedures for initial accommodation requests and recertification.

I agree to abide by the policies and procedures and owner responsibilities restated above. I understand that the Office of Disability Services works in collaboration with multiple campus partners including, but not limited to, the Office of Residence Life, the Department of Public Safety, and Department of Facilities. The presence of my animal will be shared on a need-to-know basis to ensure cohesive process and effective operations. I understand that the College reserves the right to amend the policies and procedures at any time and that the current version is available on the Earlham College website.

Signatures

Owner Signature

Date

Disability and Accessibility Services Official

Date



Office of Disability & Accessibility Services

Submit form to:
801 National Road West
Richmond, Indiana, 47374
765.983.1341 (Phone)
765.983.2120 (Fax)
odas@earlham.edu

Temporary Assistance Animal Caregiver Agreement

Owner Information

Student Legal Name: _____ Student ID: _____

Preferred/Chosen Name: _____ Residence & Room: _____

Cell Phone: _____ Email: _____@earlham.edu

Animal Name: _____ Sex (circle): M F Weight: _____ oz/lbs

Species: ☐ Dog ☐ Cat ☐ Rabbit ☐ Bird ☐ Other _____

Temporary Caregiver Information

Student Legal Name: _____ Student ID: _____

Preferred/Chosen Name: _____ Residence & Room: _____

Cell Phone: _____ Email: _____@earlham.edu

Temporary Assistance Animal Caregiver Responsibilities

1. Feed, water, and care for the assistance animal(s) daily.
2. Provide the assistance animal(s) an opportunity for natural relief at a minimum of four (4) times per day.
3. Dispose of assistance animal waste in a sealed plastic bag using trash bins or dumpsters outside campus buildings. Litter boxes must be cleaned daily. Cages and fish tanks must be cleaned once a week.
4. Prompt cleaning of any mess or destruction caused by the assistance animal(s). Destruction of college property must be promptly reported to the Office of Residence Life at reslife@earlham.edu or in person to your Area Director.
5. Exercise and/or visit the assistance animal(s) four (4) times per day.
6. Tend to the medical needs of the assistance animal(s) as necessary. Contact the Owner immediately in the case of an emergency. The Office of Disability Services can provide consultation during business hours at (765) 983-1341 or in person at Room 229, Lilly Library.
7. The Temporary Caregiver will contact the Office of Disability Services if the temporary caregiving situation exceeds three (3) days as this is the maximum allowable time for Owner absence. Failure to do so will may result in disciplinary consequences for the Owner **and** Temporary Caregiver for violation of policy and this agreement.

Anticipated Needs

What events do you anticipate participating in that will require a Temporary Assistance Animal Caregiver? Check all that apply.

- ☐ Emergency
- ☐ Academic Travel/Field Trip Course ID & Name _____
Date Leaving _____ Date Returning _____
- ☐ Athletic Event Sport _____
Date Leaving _____ Date Returning _____
- ☐ Other (e.g., Student group event) _____
Date Leaving _____ Date Returning _____

Routines

What special information is needed regarding routines for your assistance animal(s)? *Please complete the entire section. Use N/A for not applicable.*

Food: _____

Medication Administration: _____

Natural Relief: _____

Exercise/Play: _____

Other: _____

Acknowledgements

Owner: By my signature below, I verify that I have read and understand the Temporary Assistance Animal Caregiver Responsibilities. I give permission for _____ (name of temporary caregiver) to serve as the temporary caregiver of my animal(s) in my absence. I acknowledge that this temporary caregiving agreement will not exceed **three (3) days**. If there is an emergency that necessitates extended care of my animal(s), I will notify the Office of Disability Services on or before the third day of my absence of the alternative arrangements for the care of my animal(s). I understand that Disability Services will contact me and/or my emergency contact for immediate removal of the animal(s) if there has been any violation of this agreement. Violation of this agreement or policy may result in the loss of reasonable accommodation for an assistance animal in college housing.

Temporary Caregiver: By my signature below, I verify that I have read and understand the Temporary Assistance Animal Caregiver Responsibilities. Additionally, I confirm that I have received a copy of the Owner Responsibilities for an Assistance Animal in College Housing and have been directed to the Students with Disabilities Policy. I agree to abide by all stated policies and procedures and responsibilities in the temporary care of an assistance animal. Should I be unable to fulfill my responsibilities as a temporary caregiver for any reason, I will notify the Owner and Office of Disability Services on or before the third day of animal care. I understand that the Office of Disability Services will work with the Owner for alternative animal care arrangements.

Signatures

Owner Signature

Date

Temporary Caregiver Signature

Date

Disability and Accessibility Services Official

Date

Note: A copy of this agreement will be shared with the Offices of Residence Life and Public Safety in the event of an emergency.