

ADA Service Animal Application Packet

In order to register your Service Animal to live on campus, read and complete this packet of forms. This is a checklist of required paperwork for a Service Animal.

Complete the following steps to apply:

- A completed ADA Application for Services submitted to the ADA Coordinator, including a
 - Letter from a health care professional indicating the need for a service animal or a written statement of the disability for which you require a service animal and the task that the animal performs.
- This completed ADA Service Animal Application Packet including the
 - Animal Registration Form
 - ADA Services Agreement Form—Service Animal
 - Housemate Agreement Form—Service Animal
- Paperwork from the animal's veterinarian indicating that the animal is healthy and up to date on vaccines
- Copy of any license required by your state/county/municipality of residence

After your application has been submitted, you will also be required to meet with the ADA Coordinator or other Bryan College personnel and to bring your service animal to the meeting before final approval.

Please note: You are *NOT* required to pay for a third-party Service Animal registration. Such a registration is not required and it is not legally binding. Purchase of such registration will *not* affect the application

Completing this application does not guarantee approval.

Please send this application and documentation to:

ADA Coordinator Bryan College
Box #7785
721 Bryan Drive
Dayton, TN 37321

ADA@bryan.edu

Fax: 423.775.7174

Bryan College Service Animal Policy

The ADA (2010) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." The services that the animal provides must be directly related to the student's disability. For example, these dogs may assist blind students by guiding them, or they may be a source of comfort for a student with Post Traumatic Stress Disorder. The dogs may help hearing impaired students by alerting the students when needed. There are many types of situations when service dogs, animals that are trained and on the job, may assist students.

Bryan College complies with the ADA, and service animals are welcome at the College. The animal may be present in classrooms or at any Bryan College-sponsored event.

For a student (the partner for the animal) to have a service dog on campus, the student will need to complete ADA paperwork with ADA Services staff. There is also a form required to get the animal registered, and part of the form will require information about the animal's certifications and overall health. The student should bring the animal to the meeting which occurs in the ADA Services Department.

Requirements:

1. The service animals must be licensed and immunized according to State laws. Trainee dogs are acceptable if they are socialized and show no aggressive behavior.
2. The service animal must be healthy. Unhealthy animals are not permitted on Bryan College property.
3. The service animal must be on a leash or under voice control at all times.
4. The animal must wear a license and vaccination tag at all times at all times unless prevented by their responsibilities.
5. If the service animal urinates, defecates, or makes another unclean situation, the student partner must clean up the mess made by the animal and place the wrapped garbage into an appropriate waste receptacle. If the student partner cannot do the cleanup based on his disability, the student and the ADA Coordinator can discuss other accommodations to help with clean up.
6. The student partner must be in control of the service animal at all times.

Please note that situations with disruptive and unclean animals may prompt the ADA Coordinator to ask the student to take the animal off Bryan College property at any time. If more than two violations occur where the animal must leave campus due to being disruptive or unclean, the student will receive a letter from ADA Services asking that the service animal not be brought back to campus.

Requirements for Faculty, Students, and Others:

1. Do not feed a service animal.
2. Allow the service animal to accompany its student partner at all times. Do not try to separate the two of them.
3. Do not pet or try to play with a service animal.

Only two questions about these animals may be asked to the student by staff or faculty:

1. Is this animal required because of a disability?
2. What services does this animal provide for you?

Bryan College Student Housing and Animals

Bryan College housing is covered by applicable ADA laws and the Federal Housing Act. These laws mandate the acceptance of assistive animals (both service animals and support animals) in student housing. The College recognizes that these needed animals enable all students to fully participate in Bryan College's activities and programming.

In order for an animal to live with its student partner on campus, the following rules must be observed:

1. The animal must be contained within the student's living area. If the animal is taken outside of the living area, the animal must be on leash or otherwise tethered or contained.
2. The student must ensure that the animal does not interfere with the activities of other students in the housing.
3. The animals may not become the responsibility of other students.
4. The student must be responsible for all clean-up for the animal.
5. The ADA Coordinator may place reasonable restrictions on animals depending on the types of animals and their characteristics.
6. It is the student's financial responsibility for any costs related to the actions of animals - including bodily injury, property damages, pest control, and non-standard cleaning.

Also, the animals may be judged on these factors before approval of that animal would be made:

1. The size of the animal and whether it is too large for the housing space.
2. The ability of the animal to co-exist with the student's other housemates.
3. The noise that the animal makes, in regard to whether the animal violates other students' rights to peace and quiet.
4. The ability of the animal to be housebroken.
5. The animal's potential to cause fear.

Students will be required to have all housemates to sign the Housemate Agreement Form. On this form, the housemates agree to having the animal in their housing space and to behave appropriately with the animal. Examples of appropriate behavior include not startling the animal, not feeding the animal, and not distracting the animal.

Requests for assistive animals may be denied if the request places an undue financial or administrative burden on Bryan College. Also, the animal request may be denied if the situation would fundamentally alter the nature of housing at Bryan College. Lastly, the animal request may be denied if the situation causes a direct threat to those on campus.



Office of Equity and Accessibility

ADA Services Agreement Form - Service Animal

Student Name: _____ Student Email: _____

Name/Type of Animal: _____

By signing below, I agree to the following regarding my emotional support animal:

1. I am fully responsible for the care and control of this animal. The College assumes no financial responsibility or care of the animal.
2. I will keep the animal on a leash or, if required to be off leash in order to perform its responsibilities, under strict voice control, for these times outside of my dorm room.
3. I understand that the animal must be housebroken. I understand that I am fully responsible for any mess made by the animal. If the animal defecates, urinates, or makes another unclean situation, I am responsible for putting waste materials in the appropriate receptacles. Cleanup for animals will include litter for cats that must be scooped and changed often.
4. I understand that a notification will be placed on the building to notify students and visitors of the animals presence.
5. I understand that I must take the animal with me if I am leaving campus for a prolonged period of time. I also understand that if I must leave campus suddenly (such as if I am hospitalized) that the following local person(s) should be called to come to get my animal from Bryan College until I am able to return:

Animal Emergency Contact phone number: _____

6. I understand that I am responsible for ensuring that my animal does not interfere with the activities of my fellow housemates and does not cause disruptions for any students.
7. I understand that my animal must be in, and stay in, good health and must remain up to date on immunizations per local ordinances. Annual veterinarian visits are mandatory.
8. I understand that I must have my housemates' agreement to have the animal live with me.
9. I understand that I am responsible for all costs related to my animal. These costs may include clean up, boarding, and removal fees as needed.
10. I understand that the College may ask me to remove the animal from campus at any time if my animal causes disruptions, unclean situations, or any other problematic situation.

Signed: _____ Date: _____



Office of Equity and Accessibility

HOUSEMATE AGREEMENT FORM - SUPPORT ANIMAL

Student Housemate Name: _____ Email: _____

Student Partner of Animal: _____ Email: _____

Animal Name: _____ Animal Type: _____

Description of Animal: _____

By signing below, I agree to the following:

I understand that I will share a dorm living space with a housemate who has a Support Animal. I agree to all of the following regarding the animal:

1. I will not touch, speak to, or play with the animal without the owner's permission.
2. I will not feed the animal or do other activities that may disrupt the animal's schedule.
3. I will not startle or distract the animal.
4. I will not attempt to separate the animal from the owner.
5. I will not ask the owner about why he/she has the animal or what the disability is. I will also respect the privacy of the student and will not share information about the student or their needs or disability.
6. If I have a problem with the animal, I will discuss the issue with the owner. If we do not find a solution, I will contact the ADA Coordinator.

Housemate Signature: _____ Date: _____



Office of Equity and Accessibility

Animal Registration Form

Student Name: _____ Email: _____

Animal Name: _____ Date: _____

Description of Animal: _____

State/County/Municipal License Number of Animal (if required by place of residence) : _____

Vaccination History of Animal: _____

Name of Veterinarian: _____

Veterinarian's Phone Number: _____

Local Boarding Preference (if selected): _____

Local Boarding Phone Number (if selected): _____

Copy of liability insurance on file: **Yes** **NO**

Please attach a signed statement regarding the health and vaccination history of the animal from the veterinarian and any licensing information to this form.

Student Signature: _____