

Appendix A

Emotional Support Animal Accommodation Agreement

A.1.1 Guidelines for Support Animals on the St. John's Campus

The *Guidelines for Support Animals on the St. John's Campus* of Memorial University will be reviewed with the student by a staff member in Accessibility Services (Blundon Centre), after a request for an Emotional Support Animal accommodation has been submitted by the student. The student requesting this accommodation (the Partner) must complete this form in the presence of the Accessibility Services staff member. This serves as an agreement of the university's expectations while the animal is on campus.

Student Information (please printed clearly):

First Name:	Last Name:
Student ID#:	Phone number:
Memorial Email Address:	

A.1.2 Expectations for Emotional Support Animals (to be reviewed with student; check each as they are)

- Animals must be examined by a veterinarian annually. In addition, animals must be spayed or neutered prior to coming to campus. Veterinary records are required to be submitted to Accessibility Services (Blundon Centre) upon request.
- Animals must be housebroken. The Partner is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste must be immediately cleaned up by the owner, placed in a plastic bag, and securely tied before being properly disposed.
- Routine maintenance of the animal is expected. This includes flea and tick prevention, and deworming. If fleas, ticks or other pests are detected through inspection, the Partner must remove the animal from campus. The physical area will be treated using approved fumigation methods by pest control services. The Partner is financially responsible for the expense of any pest treatment necessitated by the presence of the animal on campus. In addition, the Partner must provide documentation to Accessibility Services that the animal has received appropriate treatment before returning to campus.
- An approved animal must wear an appropriate identification vest indicating SUPPORT ANIMAL. Additionally, the Partner's contact information and applicable vaccination information should always be located on the animal.
- The animal must receive proper care, which is the responsibility of the Partner.
- The animal must never be left in the care of another person while on campus.

A.1.3 Guidelines for Interaction with Campus Community

- The Partner is responsible for the actions of their animal at all times. The Partner is responsible for any odors, noise, damage, or other conduct of their animal that disturbs others or damages the premises.
- The animal must be under the care and control of the Partner.
- The animal cannot pose a direct threat to the health or safety of others.
- If the Partner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the Partner must remove the animal from campus immediately and report the incident to

Commented [MR1]: Upon review, I think the initialing on every point is a bit overkill. Taking your dog to class probably doesn't need to be more onerous than applying for a mortgage. I'd recommend reformatting these as bullet points, but directing staff to walk students through this agreement and document that they've done so.

Accessibility Services. Permission to have the animal on campus may be rescinded until such time that the problem is rectified.

- If the support animal is a dog or a cat who is trained to walk, it must be on a leash/lead when in a public area unless the animal is required to perform a task that it could not accomplish while on a leash/lead. All other animals should be placed in approved, animal-safe crates anytime the animal is present on campus.
- The Partner is responsible for ensuring that the animal does not interfere or cause difficulties for other users of the space or activity in question. Sensitivity to persons with allergies and to those who fear animals is important to ensure a positive experience for all.
- The Partner is responsible for instructing others on appropriate interactions with the animal and setting clear boundaries.
- All faculty members and instructors must be notified of the presence of an Emotional Support Animal, through Letters of Accommodation, typically sent by student, prior to the student Partner attending classes with the approved animal.

A.1.4 Additional Agreements

- The Partner agrees to be fully responsible for the health, care, and behaviour of their animal while on university property. The Partner understands that they are personally liable for the actions of their animal, and the Partner agrees to fully compensate the university with respect to any damage or injury caused or contributed to by the presence of the animal on campus (e.g. pest control services, property damage, replacement of furniture, flooring, blinds, etc.)
- The Partner agrees to indemnify, defend, and hold harmless the university, its board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, arising out of or in connection with (a) any injury to persons or damage to property caused by the animal, (b) the animal's presence or behaviour on university property, or (c) any failure by the Partner to comply with applicable laws, university policies, or the terms of this agreement, for which the Partner would be liable in law or equity. This indemnity obligation survives the termination of this agreement and also survives a student Partner's enrolment at the university.
- Memorial University has the right to reassign a student Partner to another course section if interactions with other persons in the section become a concern.
- If the Partner violates any provision of this agreement, they may be required to immediately remove the animal from campus.

A.1.5 Duration

- A student Partner must complete this agreement at the beginning of each academic year, and register with Accessibility Services each academic semester, to receive the accommodation to have their Emotional Support Animal on campus.

A.1.6 Other Conditions as Needed

- The Partner agrees to abide by any and all additional conditions outlined in this section, as determined by the university in its sole discretion as being required in the individual circumstances.

A.1.7 Animal and Emergency Contact Information

Animal Information

Commented [MR2]: If you plan on handwriting these, I'd recommend adjusting the formatting so there's space and requiring an initial. If you're planning on having staff type these, then this is fine.

Name:	Type:
Breed:	Fur colour (if applicable):

Emergency Contact Information

Name:	Phone Number:
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A.1.8 Acknowledgement and Agreement

I have read and agree to all of the terms and conditions of the *Guidelines for Support Animals on the St. John's Campus*, including the *Emotional Support Animal Accommodation Agreement* and any above-captured additional conditions. I understand that if I have questions, concerns, or need assistance I will contact Accessibility Services immediately.

Student

Signature: _____ Date: _____

Witness (Accessibility Services Representative)

Signature: _____ Date: _____