

Emotional Support Animal Policy & Agreement  
Occidental College Disability Services

\_\_\_\_\_  
Full Name

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

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Cell phone number

\_\_\_\_\_  
ESA name

\_\_\_\_\_  
Type of animal (dog, cat, etc.)

\_\_\_\_\_  
Breed

\_\_\_\_\_  
Color

\_\_\_\_\_  
Weight

\_\_\_\_\_  
Age

\_\_\_\_\_  
Vaccinations (Y/N)

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Gender

\_\_\_\_\_  
Spay/Neuter (Y/N)

By signing below, I certify that,

- x 1. I have read and I agree to the Emotional Support Animal Policy Agreement and the information I have provided is accurate.
  
- x 2. I understand that completion of the ESA Application (Policy Agreement, Request Form, Vaccination Records, Photo of Animal) does not guarantee that my application will be approved.
  
- x 3. I agree my animal is not allowed on campus until I have received an official email approval from the Disability Services Office with a move-in date for my animal. I understand if I bring the ESA to campus before the ESA has been approved my ESA application is void.
  
- x 4. I agree to sign this document each new academic year that I attend Occidental College with my emotional support animal.
  
- x 5. I agree the ESA Policy Agreement specifically applies to the ESA listed on this ESA Policy Agreement form. Any new ESA will need to have a specific ESA Policy Agreement that applies directly to the animal.

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

\_\_\_\_\_  
date

**Emergency Contact Information:**

Name of local person residing no more than two hours away who shall take custody of the Animal in the event of an emergency or neglect by the Student. This person must live within two hours from campus and this person may not be an Occidental student residing on campus or in any campus housing:

Primary Contact: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**Section 1: Definitions**

A. Emotional support animal (ESA ): An emotional support animal is an animal whose sole function is to provide emotional support, comfort, therapy, therapeutic benefits, or to promote emotional well-being. A person qualifies for a reasonable accommodation if:

1. The person has a documented disability and has provided the required documents to the College; and
2. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the College's housing; and
3. There is an identifiable relationship between the disability and the assistance the animal provides.

NOTE: Emotional support animals are not trained to assist an individual with a disability in the activities of daily living and are therefore NOT considered service animals under the criteria established by

B. Pet: A pet is defined as an animal kept for ordinary use and companionship. Pets are not allowed on campus. Any unapproved/unauthorized animals brought to campus may be subject to a fee.

C. Owner: The Owner is the student who has requested the accommodation and has received approval for an ESA accommodation.

**Section 2 : Procedure for Requesting an Emotional Support Animal in College Housing**  
Approval of an ESA and approval of the particular animal requested by the student is

A. The Owner will request an ESA by completing our online Accommodations Request Form and documentation from the Owner's current treating provider.

1.

F. Renewing ESAs: Each academic year a student would like to have an ESA in campus

## Section 5: Responsibility and Expectations of Owners with Emotional Support Animals

A. Care and Supervision: Care and supervision (custody) of the animal is the sole responsibility of the Owner and must meet the following requirements:

1. The Owner is responsible for ensuring that the ESA is contained/crated, as appropriate, when the Owner is not present during the day while attending classes or other activities. Crating of dogs and cats is not required within the Owner's residence hall room.

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1. The ESA must be housebroken or housed in species appropriate cages/crates/habitats. Pee pads are not permitted for toileting. Animals that are not housebroken are not eligible to serve as an emotional support animal.
2. The Owner is responsible for managing all cleaning tasks associated with keeping and caring for their ESA, including hair/fur, waste management, litter and bedding. College housekeeping equipment, and/or supplies may NOT be used for any ESA cleaning tasks. Failure to properly dispose of animal waste will result in a charge of violating Residential Ed policies and appropriate sanctions may apply.
3. The ESA should be kept clean and free from odor; however, Owners may not use hall or apartment showers, sinks or baths to clean their ESAs. ESAs should only be cleaned in the utility sinks located in the residence hall laundry rooms.
4. Should Owners need to clean litter boxes or cages in College housing facilities (laundry room utility sinks) the Owner is responsible for cleaning and returning the facility to the condition it was found in before the cleaning of the litter box or cage occurred.
5. Owners are responsible for properly cleaning up after, containing and disposing of all animal waste. Solid waste (such as cat litter, soiled bedding, etc.) must be placed in a sturdy plastic bag and tied securely before being disposed of in a trash can. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
6. ESA odor and waste accumulation must not exceed reasonable standards. Litter boxes and cage bedding must be maintained such that odors are not apparent outside of the student's living space.
7. Students with ESAs which must be taken outside for natural relief must take their animal at least 20 feet from a residence hall exit door. Outdoor animal waste/ feces, must be immediately cleaned up, contained (placed in a plastic bag and securely tied) and disposed of by the Owner outside trash cans on the perimeter of the residence hall. Improper waste disposal is grounds for the removal of the animal.
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1. An ESA may not disrupt others by unreasonable noises, odors, or other behaviors.
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