

**PROCESS INFORMATION**

Penn State Housing and Food Services provides reasonable accommodations for a student with a disability who has a verifiable need of having an **Emotional Support Animal (ESA)** in University housing. A reasonable accommodation is an exception to the University's rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy University housing.

This form is to request an ESA, and NOT a Service Animal. *What is the difference?*

- **Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** These tasks can include things like pulling a wheelchair, guiding a person who is visually impaired, or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog does must be directly related to the person's disability. Service dogs may accompany persons with disabilities into places that the public normally goes. To request a Service Animal, the "Request for Service Animal in University Housing" Form should be completed; the form is available at [www.hfs.psu.edu/medical-accommodations](http://www.hfs.psu.edu/medical-accommodations).
- An ESA is an animal (typically a dog or cat though this can include other animal) that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. The animal is **not** specifically trained to perform tasks for a person who has emotional disabilities. **Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents normally are permitted to go (examples include, but not limited to: common areas, student lounges, laundry facilities, dining halls). An ESA is not permitted in other areas of the University without prior approval through the reasonable accommodation process administered through Student Disability Resources.**

The student must have accepted a Housing and Food Service (HFS) Contract to request consideration to have an ESA in University Housing. These steps should be followed to request an ESA:

1. A qualified third-party (e.g., psychiatrist, psychologist, or clinical licensed social worker) who is providing treatment to the student should complete this form. Only the information requested on this form should be provided, and it must be from a professional provider who is personally treating the student.
2. The student should submit the completed form to appropriate Student Disability Resource (SDR) Office.
3. The student will need to schedule an intake appointment with an SDR staff member.

The information completed on this form will be reviewed to determine:

1. That the student is a person with a documented disability;
2. The ESA being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and
3. That there is an identifiable relationship between the disability and the support that the ESA provides.

**The student will be informed of the final determination by email within 1-2 weeks after the initial submission of professional verification and completion of an intake appointment.** If you do not agree with the determination, the student may follow the University's Grievance Procedure [www.psu.edu/dept/aaoffice/504\\_procedure.htm](http://www.psu.edu/dept/aaoffice/504_procedure.htm).

The University reserves the right to reassign the student to a space to accommodate the ESA, if there is a potential impact on roommate(s). This move will only accommodate the student, and not roommate(s).

A student who is approved to have an ESA in University housing will be required to acknowledge the ESA Owner's Responsibilities, as outlined on the last page of this document. These responsibilities will be reviewed with the student by Housing and/or Residence Life staff.

**COMPLETED FORM SUBMISSION AND INTAKE SCHEDULING**

The completed form should be submitted to the appropriate office, based on a student's campus of attendance. The associated campus Disability Coordinator should be contacted to schedule an intake appointment.

<b>University Park</b> Student Disability Resources 116 Boucke Building University Park, PA 16802 814-863-1807	<b>Commonwealth Campuses – Campus Disability Coordinator – Phone Numbers</b> <a href="http://equity.psu.edu/student-disability-resources/disability-coordinator">http://equity.psu.edu/student-disability-resources/disability-coordinator</a>	
	Abington 215-881-7962	Brandywine 610-892-1461
	Altoona 814-949-5540	Greater Allegheny 412-675-9454
	Beaver 724-773-3867	Harrisburg 717-948-6025
	Behrend 814-898-7101	Hazleton 570-450-3017
	Berks 610-396-6410	Mont Alto 717-749-6045

**STUDENT INFORMATION – completed by student**

Student Name \_\_\_\_\_ PSU ID \_\_\_\_\_  
 Penn State \_\_\_\_\_  
 Access Account \_\_\_\_\_ Campus \_\_\_\_\_  
 Home Address \_\_\_\_\_ Local Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Local Phone \_\_\_\_\_

**REQUIRED**

I have read the Instruction page of this document, and understand the conditions outlined.

**OPTIONAL**

I authorize Penn State University to **discuss** my medical information, reasonable accommodation request for housing, and room assignment with the following person(s) on my behalf.

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**STUDENT HEALTHCARE SECTION – completed by healthcare provider**

Student Name \_\_\_\_\_ PSU ID \_\_\_\_\_

To properly evaluate how Penn State can best meet the student’s need for **requesting an ESA in University housing**, the University requires specific diagnostic information from a licensed clinical professional or healthcare provider who is directly responsible for the treatment of the student’s disability, including the intentional use of an ESA to address specific functional limitations that result from the student’s physical or psychological condition(s). The provider completing this form cannot be a relative or the student. **The provider should completely respond to all questions** and may attach additional related information.

<p><b>1. Does the student who you have individually examined and treated have a physical or mental impairment that substantially limits one or more major life activities?</b></p> <p><input type="checkbox"/> NO.</p> <p><input type="checkbox"/> YES: Describe what major life activities are impaired:</p>
<p><b>2. Identify the disability-related need for an ESA, and explain how the animal alleviates one or more of the identified substantially-limiting major life activities (thereby reducing the identified symptoms or effects of this individual’s existing disability).</b></p>
<p><b>3. What type of animal is being requested?</b></p>

**HEALTHCARE PROVIDER INFORMATION – completed by healthcare provider**

I am verifying that the named student information is correct, that the student is a patient that I have been treating, and that **I am not a relative of the student.**

Provider Name \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_  
 Provider Degree \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMOTIONAL SUPPORT ANIMAL OWNER'S RESPONSIBILITIES**

A student who is approved for an Emotional Support Animal (ESA) will be required to meet with Housing and/or Residence Life staff to review and agree to the following requirements. Failure to follow these requirements may result in the University requesting the removal of the ESA from University housing.

An ESA must be contained within the privately assigned student living accommodation (room, suite, or apartment), except to the extent the student is taking the animal out for natural relief. When an ESA is outside of the student's private living accommodation, the animal must be either controlled by a leash or harness or contained in an animal carrier. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents normally are permitted to go (examples include, but not limited to: common areas, student lounges, laundry facilities, dining halls). An ESA is not permitted in other areas of the University without prior approval through the reasonable accommodation process administered through Student Disability Resources.

**Student's Responsibilities as the ESA Owner:**

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. The University reserves the right to request documentation showing that the animal has been licensed.
- The student is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained.
- In the case of an emergency, the University is not responsible for evacuating the animal.
- The University will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the ESA that is beyond reasonable wear and tear. The student's living accommodation must be kept clean with no odors from the ESA. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspection, the living accommodation will be treated using approved fumigation methods by a University-approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in University housing. The University shall have the right to bill the student's account for unmet obligations under this provision.
- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from University housing.
- The ESA may not be left alone overnight in University housing to be cared for by another student. The ESA may not be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the ESA must accompany the student.
- The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in University housing.
- The ESA is permitted in University housing only as long as it is necessary due to the student's disability. The student must notify the University, in writing, if the animal is no longer needed or is no longer in residence. To replace an animal, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
- If it is necessary for the animal to be removed from University housing premises, the student is obligated to fulfill the Housing and Food Service (HFS) Contract obligations for the remainder of the HFS Contract term.