

FLORIDA SOUTHWESTERN STATE COLLEGE

Florida SouthWestern State College Housing Service and Assistance Animal Guidelines

Florida SouthWestern State College provides reasonable accommodations to students living on campus with a documented disability. The Office of Housing and Residence Life policy allows service or assistance animals to live with students in their on-campus accommodation upon approval by the Office of Adaptive Services (OAS). The student will be asked to provide documentation verifying: 1) the person has a disability, 2) the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling; and 3) there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Service animals are individually trained to do work or perform tasks for the benefit of an individual with a disability. Such animals might guide individuals with impaired vision, alert individuals who are hearing impaired to intruders or sounds, pull a wheelchair, or fetch items used in daily living.

Assistance animals are not considered service animals and are not permitted in any area other than the student's on-campus residence and immediate surrounding area.

The Office of Housing and Residence Life may exclude a service animal or assistance animal from housing if it 1) poses a direct threat to the health or safety of others, 2) would cause substantial physical damage to the property of others, 3) would pose an undue financial and administrative burden, or 4) results in a fundamental alteration of the College's program(s).

The following tasks will comprise the process for approval under this policy:

- ___ Registration with the Office of Adaptive Services.
- ___ Meet with Adaptive Services to review any pertinent campus-wide policies that may relate to the animal.
- ___ Review and signature of the Office of Housing and Residence Life's *Service and Assistance Animal Agreement*
- ___ The student must provide evidence that the animal is in good health, and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted to the Office of Housing and Residence Life.
- ___ The student will meet with an Office of Housing and Residence Life liaison prior to the animal taking occupancy in order to review the agreement and expectations.

**Florida SouthWestern State College Housing
Service and Assistance Animal Agreement**

First Name: _____ Last Name: _____

ID: _____ Contact Phone: _____

Please review each area and initial each paragraph. The student requesting the service must complete this form. If the student is under the age of 18 then the parent will also sign the agreement.

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Hair Length: _____

Veterinarian name: _____

Veterinarian phone: _____

Guidelines for animal care --

_____ Animals must be caged or housebroken. The student 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 receptacles. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash receptacles.

_____ The student must effectively control the animal at all times. The animal cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to keep that particular animal in College Housing will be rescinded until such time that the problem is rectified.

_____ Routine maintenance of the animal is expected and includes flea and tick prevention, de-worming, and annual examinations. College Housing has the right to request updated veterinary verification at any time during the animal's residency.

_____ If any animal neglect is suspected, The Office of Housing and Residence Life will contact the student, Public Safety, and the Humane Society. The entire responsibility of the animal should be taken on by the student. The animal should not be left alone in the unit for extended periods of time.

_____ All animals should have a tag that identifies the owner and contact info in case of emergency.

_____ Dogs should wear a rabies tag at all times.

Guidelines for interaction with roommates and the community –

_____ The student is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises.

_____ The student must keep the service animal on a leash/lead when the animal is in a public area, common areas of a residence hall, outdoors on campus, etc., unless the service animal is required to perform a task that it could not accomplish while on a leash/lead. Assistance animals are only allowed in common indoor areas as needed to enter or exit the building.

- _____ Assistance animals are not permitted in any area other than the student's on-campus residence and immediate surrounding area.
- _____ The student is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the unit. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.
- _____ The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- _____ Roommates will be notified about the animal. The notification will include the type of animal, size, and what services the animal performs. Roommates may request a room change from the Office of Housing and Residence Life if they have a desire to do so.
- _____ Any time the student requires service by maintenance/housekeeping for their suite/room they are requested to let either their RA, Residence Life Specialist, or Director of Housing and Residence Life know in order to arrange a time when they will be present.

Additional Agreements –

- _____ The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The student is expected to cover all costs of returning the unit to the same condition of move-in. This may include cleaning all carpets and furniture to remove pet odors, dander, hair, etc.
- _____ The Office of Housing and Residence Life will inspect the residential unit on a regular basis. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods by the College-approved pest control services. Those costs will be the responsibility of the student and will be placed on their student account.
- _____ The Office of Housing and Residence Life has the right to reassign the student to another accommodation if care of the animal or interactions with others become a concern.
- _____ I give permission to the Director of Housing and Residence Life or his/her designee to contact my animal's veterinarian to request additional medical documentation if needed.
- _____ The student will be assigned a liaison within the Office of Housing and Residence Life who will oversee any moves from one location to another, arranging for staff notifications and trainings and assisting with re-introduction of the animal to a new community.
- _____ If the student violates any provision of this document, he or she may be required to immediately remove the animal from College Housing.

I have read and agree to all of the terms of the Office of Housing and Residence Life's *Service and Assistance Animal Agreement*. I understand that if I have questions, concerns, or need assistance that I will call my liaison in the Office of Housing and Residence Life.

Student Signature

Date

Parent Signature (for students under 18)

Date

Please return this form and vaccination records to:

LightHouse Commons
13301 Edison Parkway (W-120)
Fort Myers, FL 33919

Questions?
housing@fsw.edu

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, (239) 489-9305.