

PROCESS INSTRUCTIONS

The University of Texas Southwestern Medical Center ("UTSW" or "University") provides reasonable accommodations for individuals with disabilities who are residents in campus housing. A reasonable accommodation is an exception to the University's rules, policies, practices, or services that a resident with a disability may need to have an equal opportunity to use and enjoy campus housing.

This form is to request a Service Animal, and NOT an Emotional Support Animal ("ESA"). *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 Animal can perform are not limited to this list. However, the work or task a Service Animal does must be directly related to the person's disability. Service Animals may accompany persons with disabilities into places that the public normally goes. To request an ESA, the "Request for an Emotional Support Animal in University Housing" form should be completed and returned to UTSW's Office of Institutional Equity and Access.
- An ESA (typically a dog or cat, though this can include other animals) 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 disabilities. **Unlike a Service Animal, an ESA is not granted access to places of public accommodation; the animal's access is restricted to the individual's residence.**

Individuals must have accepted a Housing Contract to request consideration to have a Service Animal in Campus Housing.

You will receive a determination regarding your request by email within 2 weeks of UTSW's receipt of a completed request packet.

A resident who is approved to have a Service Animal in University housing is required to review and acknowledge the Service Animal Owner's Responsibilities Agreement, enclosed.

Request for Service Animal in Campus Housing

COMPLETED FORM SUBMISSION AND INTAKE SCHEDULING

The completed form should be submitted to the Office of Institutional Equity and Access. Documentation may be submitted via email, fax or in-person, but email is preferred. If a disability restricts your ability to receive information via email, please contact our office.

Office of Institutional Equity and Access
UT Southwestern Medical Center
3000 Pegasus Park Drive
LP5.104 Dallas, TX, 75235
Accessibility@utsouthwestern.edu
Telephone - 214.648.4343
Facsimile - 214.648.4348



REQUESTOR INFORMATION – completed by resident

Date of Request _____

Resident's Name _____

Apt # _____

Mailing Address _____

Local/Cell Phone _____

Email Address _____

REQUIRED

- Review the Instruction page of this document, and understand the conditions outlined.
- Review and agree to the Service Animal Owner Responsibilities Agreement.
- Review and Complete the Information Form for Service Dogs

Signature of Resident _____ **Date** _____

Please answer the following questions:

1. Is the dog a Service Animal required because of a disability?

Yes _____ No _____

2. What work or task has the dog been trained to perform? _____

SERVICE ANIMAL OWNER'S/HANDLER'S RESPONSIBILITIES

A resident who is approved for a Service Animal will be required to review and agree to the following terms. Failure to abide by these terms may result in the University requesting the removal of the Service Animal from campus housing.

Responsibilities of the Service Animal Owner/Handler:

- The resident must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to license, vaccination, and other requirements for Service Animals. The resident 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 Service Animal's health. The University reserves the right to request documentation showing that the Service Animal has been licensed.
- The resident is required to clean up after and properly dispose of the Service Animal's waste 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 Service Animal.
- The University will not ask for or require a resident with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The resident is financially responsible for any and all actions of the Service Animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The resident may be charged for any damage caused by the Service Animal that is beyond reasonable wear and tear. The resident's living accommodation must be kept clean with no odors from the Service Animal. The resident'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 resident will be billed for the expense of any pest treatment above and beyond standard pest management in campus housing. The University shall have the right to bill the resident's account for unmet obligations under this provision.
- The resident is responsible for the appropriate management of the Service Animal. Disruptive and/or aggressive behavior is not permitted, and if it occurs, the animal may be removed from campus housing.
- The Service Animal may not be left alone overnight in campus housing to be cared for by another resident. The Service Animal may not be housed in another resident's living accommodation. If the resident is to be gone overnight or for a prolonged period, the Service Animal must accompany the resident.
- The resident agrees to abide by all equally-applicable policies that are unrelated to the resident's disability such as assuring that the Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for other residents residing in campus housing.
- If it is necessary for the Service Animal to be removed from University housing premises, the resident is obligated to fulfill the Housing Contract obligations for the remainder of the Contract term.

**SERVICE ANIMAL
OWNER'S RESPONSIBILITIES AGREEMENT**

Acknowledgment and Release of Information Consent Form

By my signature below, I verify that I have read and understand the Service Animal Owner Responsibilities and I agree to comply. I understand that if I fail to meet the requirements set forth in the Agreement, The University of Texas Southwestern Medical Center ("UTSW" or "University") has the right to remove the Service Animal from campus housing and I will be nonetheless required to fulfill all other obligations of my lease agreement.

I consent to UTSW's disclosure of information about my Service Animal to University staff, potential and/or actual roommate(s) and neighbor(s), as needed. I understand that this information will be shared with the intent of preparing for the presence of the Service Animal and/or resolving any potential issues associated with the presence of the Service Animal. I will hold UTSW harmless from any liability for disclosing such information.

I further recognize that the presence of the Service Animal may be noticed by others visiting or residing in campus housing and agree that University staff may acknowledge the presence of the Service Animal, and explain that under certain circumstances Service Animals are permitted for persons with disabilities.

Signature of Resident

Date

**Registration Form for
Service Dogs in Campus Housing**

This form must be submitted and approved prior to a Service Dog occupying the assigned space.

Resident's Name _____

Animal Type _____

Animal's Breed _____

Animal's Name _____

Please attached the following records:

- Copy of record showing rabies vaccinations are up to date (See Ch. 826 of Tex. Health & Safety Code & Dallas City Ordinances Ch. 7)
- Current photograph of the animal

I certify that the provided information is true and accurate.

Signature of Resident

Date

Building

Apartment #