



Assistance Animal Request Application

Emotional Support Animal (ESA)

Accessibility Services – Niagara County Community College

Office of Accessibility Services
3111 Saunders Settlement Road, A-167
Sanborn, NY 14132
Phone: 716- 614-6728
Fax: 716-614-6819
access@niagaracc.suny.edu

Student Instructions:

In order to have your application for an Assistance/Emotional support animal in Student Housing evaluated in a timely manner, please complete and hand-in all paperwork by July 15th for a Fall semester request or December 15th for a Spring semester request.

1. Page #2 Must be completed by a treating health provider the student has an existing relationship with.
2. Page # 6-7 Are to be filled out by the designated alternative caregiver.
3. All remaining pages are to be read and filled out by the student/resident.
Note: If you do not yet have a room assignment, you can leave this blank we will fill this in later once assigned a room. Your student ID can be found on your acceptance letter, bill, or student ID card.
4. You will need to provide documentation on the disability your Assistance/Emotional support animal is providing support for. Documentation guidelines can be found on the last page of this application packet for your convenience.
5. Once all paperwork is completed, please mail, fax, or e-mail your completed packet to Accessibility Services.

Request for Assistance/Emotional Support Animal by Resident with Non-Obvious Disability in NCCC Student Housing Village

NCCC complies with ADA and FHA requirements for the reasonable accommodation of Assistance/Emotional Support Animals. All requests for a reasonable accommodation shall be determined on a case by case basis.

The Federal Housing Act/Section 504 of the Rehabilitation Act of 1973, has identified the criteria for use of an Assistance/Emotional Support Animal, who meets the qualifications of an Assistance/Emotional Support Animal in student housing as follows:

Housing on public education campuses must provide reasonable accommodations to persons with disabilities with assistance animals when the following criteria has been established:

- (1) the resident has a disability or impairment that limits a major life activity; and**
- (2) the Assistance/Emotional Support Animal is recommended by a health professional to provide support to a person with a disability who has a disability-related need for such support.**

Student/Resident's Name _____

Does the resident have a disability or impairment that limits a major life activity?

Yes _____ No _____

How does the Assistance/Emotional Support Animal assist the resident in engaging in major life activity?

When did you begin working with this student/resident? ____/____/____(MMDDYYYY)

Treating Provider

Print Provider Name: _____

License #/Fixed Stamp:

Niagara County Community College - Accessibility Services Release/Request for Information Authorization Form

I, _____ born on this date ____/____/____
(Print Student Name) (DD/MM/YYYY)
in the state of _____ in the country of _____,

hereby authorize:

(Name and Address)

To release to the following Niagara County Community College staff:

Accessibility Services Staff
Niagara County Community College
3111 Saunders Settlement Road, Sanborn, NY 14132
Phone: 716-614-6728 Fax: 716-614-6819
Email: access@niagaracc.suny.edu

The following information: (check all that apply)

___ Neuropsychological or psycho-educational report ___ IEP/504 Plan ___ Letters/reports from clinicians ___ Complete file
___ Other: _____

I authorize this information to be shared via: (check all that apply)

___ Telephone conversation ___ E-mail ___ Letter/memo
___ Face-to-face conversations without my presence ___ Face-to-face conferences in my presence

The purpose and need for this disclosure is: (check all that apply)

___ To determine eligibility for services under ADA /Section 504
___ To determine eligibility for accommodations in Student Housing
___ To address classroom/studio/lab issues in ways that might allow faculty/staff member to better assist me with my educational/needs and/or academic adjustments
___ Other—please describe: _____

I understand that this consent to disclosure may be revoked by me at any time in writing, except to the extent that action has already been taken.

This consent expires on: _____
(Specify date, event, or condition upon which it expires)

Signature of Student

Date

Signature of AS Staff

Date

Application for Resident Use of an Assistance/Emotional Support Animal in NCCC Student Housing Village

Date of Application: ____/____/____ (MMDDYYYY)

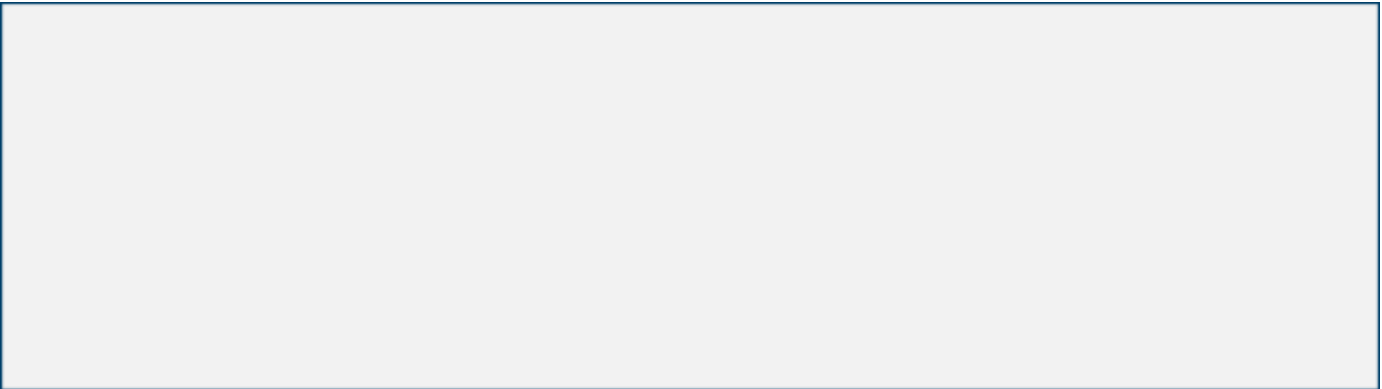
Resident Name: _____ Student ID#: _____

Requested Semester: __Fall__ Spring __Summer (check one) Requested Year: 20____

Assigned Room#: _____

Animal's Name: _____ Type/Breed of Animal: _____

Picture of Animal:



CONTACT INFORMATION:

Cell Phone: _____ E-mail: _____

Address: _____

This application must be accompanied by all documentation listed in the attached "Documentation Required for Resident Use of Assistance/Emotional Support Animal in NCCC Student Housing."

Documentation Required for Resident Use of Assistance/Emotional Support Animal in NCCC Student Housing Village

Residents with disabilities requiring use of an Assistance/Emotional Support Animal in NCCC Student Housing must meet criteria for accommodations. The following items are needed in order to consider whether an applicant is eligible for the requested accommodation.

Resident Name: _____ Student ID#: _____

Animal's Name: _____ Type/Breed of Animal: _____

Required Documentation of Disability and Requirement of Accommodation of the Resident Requesting an Assistance/Emotional Support Animal:

- ☐ **If the disability of the resident is non-obvious**, the documentation by the treating provider shall indicate that the resident has a mental or physical disability or impairment that limits a major life activity.
 - ☐ A clear statement identifying the task which the Assistance/Emotional Support Animal is trained to do to provide assistance to the requesting individual, in relation to the disability of the requesting individual.
- ☐ **If the disability of the resident is obvious**, a clear statement identifying the task which the Assistance/Emotional Support Animal is trained to do to provide assistance to the requesting individual in relation to the disability of the requesting individual.

If the above qualifications are met, continue to the next page to view requirements of Resident-Owner and Assistance/Emotional Support Animal.

Requirements of Resident-Owner and Assistance/Emotional Support Animal

All items required for submission and approval prior to Assistance/Emotional Support Animal being present in NCCC Student Housing.

1. Immunization Record of Vaccination for the Assistance/Emotional Support Animal:

- ☐ Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus.
- ☐ Dogs must wear a rabies vaccination tag.
- ☐ Other species must have appropriate vaccinations series for that type of animal.
- ☐ All vaccinations must be current. Proof of vaccinations must be provided to the Accessibility Services Office initially and on an annual basis.

2. License of Assistance/Emotional Support Animal (Dogs ONLY):

- ☐ New York State law requires that all dog owners license their dogs and attach the license tag to their dog's collars. All dogs must show proof at all times of all city/county licensing as required within the county of the permanent address for the annual year that they are requesting the Assistance/Assistance/Emotional Support dog in NCCC Student Housing.

3. Alternate Caregiver Acknowledgment for Assistance/Emotional Support Animal

- ☐ Prior to introduction of an Assistance/Emotional Support Animal in the residence hall, the resident owner must have designated an Alternate Caregiver.
- ☐ In the event the qualified resident owner of an Assistance/Emotional Support Animal is unavailable due to an emergency, the Alternate Caregiver is responsible for fulfilling all obligations of the resident-owner set forth within the Policy for Alternative/Assistance/Emotional Support Animals and Alternative/Assistance/Emotional Support Animals in Niagara County Community College Student Housing , Grounds for Removal of an Assistance/Emotional Support Animal from NCCC student housing, the Resident-Owner Responsibility Acknowledgment for Use of an Assistance/Emotional Support Animal in Niagara County Community College Student housing and this document.
- ☐ If the Alternate Caregiver is unavailable, the college will arrange with the Niagara County SPCA or a local area private boarding facility to care for the Assistance/Emotional Support Animal at the sole expense of the resident-owner. The resident-owner will be responsible for paying all fees associated with such emergency care, including transportation to and from the facility, room and board.

[To Be Completed By Alternative Caregiver]

Alternate Caregiver Name: _____ Phone #: (_____) _____

Relationship to Resident: _____ E-mail Address: _____

Address: _____

Alternative Caregiver Signature: _____ Date: _____

4. Resident-Owner Acknowledgment

- ☐ The resident-owner must sign an acknowledgment of receiving and understanding all requirements of the Assistance/Emotional Support Animal and the owner as required under the Documentation Required for Use of Assistance/Emotional Support Animals in NCCC Student Housing.

[To Be Completed By Alternative Caregiver]

Alternate Caregiver Acknowledgment for Assistance/Emotional Support Animal in NCCC Student Housing Village

In the event that the resident-owner _____ is unavailable due

[Name of resident-owner]

to an emergency, I have read and understand the responsibilities for fulfilling all obligations of the resident-owner as set forth in the NCCC Assistance/Emotional Support Animal Policy, as well as the resident-owner acknowledgment.

I further understand that I am assuming this responsibility until _____.

[End date]

I further understand that if I am unable to fulfill this responsibility, I shall notify the Student Housing Village Office and Accessibility Services immediately.

I further understand that as a result of my inability to fulfill my obligations and responsibilities, the Assistance/Emotional Support Animal may be placed in a shelter at the expense of the resident-owner or be required to leave the NCCC premises until such time as an alternate caregiver has agreed to accept responsibility for the Assistance/Emotional Support Animal in case of emergencies or the resident-owner unavailability.

Dated: _____ Signature: _____

Alternative Caregiver

Print Name: _____

Alternative Caregiver

Policy for Use of Assistance/Emotional Support Animals & Assistance/Emotional Support Animals by Resident in NCCC Student Housing Village

All requests shall be determined on a case-by-case basis.

This policy is related to Assistance/Emotional Support Animals in the student housing only. Resident owners who wish to have their Assistance/Emotional Support Animals accompany them on campus must meet the specific necessary criteria as set forth in the Policy for Use of an Assistance/Emotional Support Animal on the Niagara County Community College Campus as well.

I. Assistance/Emotional Support Animals and Assistance/Emotional Support Animals in NCCC student housing

In compliance with the Americans with Disabilities Act (ADA) and the Federal Housing Act (FHA), NCCC recognizes that Assistance/Emotional Support Animals can play an important and necessary role in fostering the independence of some individuals with disabilities. Assistance/Emotional Support Animals and Assistance/Emotional Support Animals and resident-owners that meet the specific necessary criteria as required under all applicable statutes and rules, will be exempt from rules that otherwise restrict or prohibit animals in the Student housing. Once the prerequisites for each individual animal has been met and an accommodation has been provided, the care, supervision, and feeding of the animal are solely the responsibility of its owner.

II. Definitions/Terms

The ADA definition of a Service Animal is “. . . any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition. The deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.” (ADA, Title III, Section 36.104)

Per Federal Housing Act/Section 504 of the Rehabilitation Act of 1973, housing on public education campus must provide reasonable accommodations to persons with disabilities with assistance animals. An Assistance/Emotional Support Animal (ESA), otherwise known as an Assistance Animal, Therapy Animal or Comfort Animal, is recommended by a healthcare professional or mental health professional to provide assistance/emotional support to a person with a disability who has a disability-related need for such support. ESAs may be dogs or other animals that can provide assistance/emotional support.

There is both federal and state laws along with the SUNY Chancellor’s Office policy which allow for the presence of Assistance/Emotional Support Animals and Assistance/Emotional Support Animals in student housing when specific criteria is met.

- III. Criteria for Qualification of Reasonable Accommodation of an Assistance/Emotional Support Animal and/or Assistance/Emotional Support Animal at NCCC student housing.
- Required Supporting Documentation for an Assistance/Emotional Support Animal – Non-obvious Disability. When a disability is not apparent, residents requesting an Assistance/Emotional Support Animal must provide documentation by their treating provider to the Disability Assistance/Emotional Supports Office, which shall indicate: (1) that the resident has a disability or impairment that limits a major life activity; and (2) a clear and explicit statement as to how the Assistance/Emotional Support Animal assists the resident in engaging in a major life activity.
 - Required Supporting Documentation for an Assistance/Emotional Support Animal – Obvious Disability. When a disability is apparent, residents requesting an Assistance/Emotional Support Animal must provide documentation by their treating provider to the Disability Assistance/Emotional Supports Office, which shall indicate a clear and explicit statement as to how the Assistance/Emotional Support Animal assists the resident in engaging in a major life activity.
 - Required Supporting Documentation for an Assistance/Emotional Support Animal – Non-obvious Disability. When a disability is not apparent, residents requesting an Assistance/Emotional Support Animal must provide documentation by their treating provider to the Disability Assistance/Emotional Supports Office, which shall indicate: (1) that the resident has a disability or impairment that limits a major life activity; and (2) a clear and explicit statement as to what task the Assistance/Emotional Support Animal is trained to complete which is directly related to the resident's disability or impairment.
 - Required Supporting Documentation for an Assistance/Emotional Support Animal – Obvious Disability. When a disability is apparent, residents requesting an Assistance/Emotional Support Animal must provide documentation to the Disability Assistance/Emotional Supports Office, which shall indicate a clear and explicit statement as to what task the Assistance/Emotional Support Animal is trained to complete which is directly related to the resident's disability or impairment.
- IV. Owner & Animal Requirements (applicable once Assistance/Emotional Support Animal receives approval)
1. Vicious Propensities: If at any time any Assistance/Emotional Support Animal displays vicious propensities, the Student Housing Village reserves the right to mandate immediate removal of the animal.
 2. Vaccination: Assistance/Emotional Support Animals must be immunized against diseases common to that type of animal. Assistance/Emotional Support Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. Assistance/Emotional Support or Assistance/Emotional Support Dogs must wear a rabies vaccination tag at all times. Other Assistance/Emotional Support Animals must have had the appropriate vaccination series for the type of animal. All vaccinations must be current. Documentation of compliance must be provided to the Disability Assistance/Emotional Supports Office prior to the introduction of the Assistance/Emotional Support Animal to the student housing and on an annual basis.

3. *Licensing*: Assistance/Emotional Support Animals must have up-to-date licenses which are to be worn at all times as required by the community in which they maintain permanent residency. Documentation of compliance must be provided to the Disability Assistance/Emotional Supports Office prior to the introduction of the animal to the student housing and on an annual basis.
4. *Owner ID and Other Tags*: For the benefit of the resident-owner and the animal, it is requested that Assistance/Emotional Support Animals wear an owner identification tag at all times. Assistance/Emotional Support Animals are requested to wear a vest or display some type of insignia that designates their status as an Assistance/Emotional Support Animal.
5. *Alternate Caregiver*: Prior to introduction of an Assistance/Emotional Support Animal to the student housing property, residents qualified for accommodation must provide the Accessibility Services Office with alternate caregiver information for situations when the qualified resident may be absent from the student housing overnight or for a long period of time.
6. *Under Control of Resident-Owner*: The qualified resident-owner must be in full control of Assistance/Emotional Support Animal at all times. All applicable Assistance/Emotional Support Animals must be on a leash or tethered at all times when outside the confines of the resident-owner's private residence room unless it would prohibit the Assistance/Emotional Support Animal from performing its required tasks. Other types of animals must be contained within the manner appropriate for that type of animal at all times when outside the confines of the resident-owner's private residence room.
7. *Clean-up*: The resident-owner must: (1) always carry equipment sufficient to clean up the animal's waste from the NCCC premises; (2) require the animal to void in a pre-designated location as determined by the Student Housing Village Director; (3) immediately remove the waste; (4) properly dispose of the waste in the receptacle as determined by the Student Housing Village Director. Fines for violation of this rule will be the same as those levied by local municipalities, depending on the campus location.
8. *Disturbances*: Assistance/Emotional Support Animals may not exhibit characteristics such as excessive barking, or other behaviors, which unreasonably disturb other members of the college community present in the public areas of the student housing.

V. Room Inspection

The college has the right to inspect the resident-owner's room if there is a belief that there is a health or safety concern to residence hall residents or the Assistance/Emotional Support Animal to ensure that animal and owner are in compliance with this policy. Should there be any flea, tick or other pest contamination, the college may take the necessary steps to decontaminate and clean the room/residence at the resident-owner's expense. The college also has the right to take the necessary steps for professional cleaning required as a result of the animal's presence which will also be at the resident-owner's expense.

VI. Financial Responsibility

The resident-owner is financially responsible for any damage, destruction caused by the Assistance/Emotional Support Animal or any cleaning that may be required as a result of the animal's habitation of the student housing.

VII. Accommodation of Members of the Residence Hall

Other residents may require a reasonable accommodation due to health or phobias related to Assistance/Emotional Support Animal. It may be necessary to move the resident-owner, or the other resident, to another residence hall floor or room to accommodate all parties. If the parties cannot agree voluntarily, the Student Housing Village Director will make the final determination.

VIII. When an Assistance/Emotional Support Animal Can Be Asked to Leave

- *Danger:* The animal poses a direct threat to others, or other Assistance/Emotional Support Animals or Assistance/Emotional Support Animals, or has a repeated pattern of aggressive behavior.
- *Disruption:* The qualified resident-owner of an Assistance/Emotional Support Animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be asked to remove the animal from NCCC Student Housing Village premises. If the improper behavior happens repeatedly, the qualified resident-owner may be told to remove the animal from the residence hall until he or she takes significant steps to mitigate the behavior as required by the Student Housing Village Director. If mitigation strategies are unsuccessful, the Student Housing Village Director reserves the right to ban an Assistance/Emotional Support Animal which exhibits vicious propensities or unruly disruptive behavior which are not effectively mitigated.
- *Ill Health:* Assistance/Emotional Support Animals that are ill should not be taken into public areas. NCCC Student Housing Village reserves the right to require the removal of ill Assistance/Emotional Support Animals from the NCCC Student Housing Village premises in its sole discretion.
- *Uncleanliness:* Qualified resident-owners with Assistance/Emotional Support Animals that are unclean or have fleas, ticks or other pests, may be asked to remove the Assistance/Emotional Support Animal from the NCCC premises until steps can be undertaken to successfully mitigate the issues. If mitigation strategies are unsuccessful, the Student Housing Village Director reserves the right to ban Assistance/Emotional Support Animals whose issues cannot be effectively mitigated.

IX. Areas Off Limits to Assistance/Emotional Support Animals

- *Areas Where Public is Not Normally Allowed:* Any area prohibited to the public is also prohibited to an Assistance/Emotional Support Animal.
- *Prohibited by Health Department Regulation:* Areas that public health rules prohibit animals are also prohibited to an Assistance/Emotional Support Animal including food preparation areas and swimming pools.
- *Mechanical Rooms/Custodial Closets:* All areas such as boiler rooms, equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to Assistance/Emotional Support Animals.
- *Areas Where Protective Clothing is Necessary:* Any room where protective clothing is required to be worn is off-limits to Assistance/Emotional Support Animals.

X. Grievances

If applicable, any student-owner dissatisfied with a decision made concerning his/her qualification for the applied for accommodation of an Assistance/Emotional Support Animal should follow the applicable NCCC Complaint Grievance Procedure found on the NCCC website.

Grounds for Removal of a Resident's Assistance/Emotional Support Animal from NCCC Student Housing Village

- *Danger:* The animal poses a direct threat to others, including other Assistance/Emotional Support Animals or is not under the control of the resident-owner.
- *Disruption:* The resident-owner of an Assistance/Emotional Support Animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) shall be required to remove the Assistance/Emotional Support Animal from NCCC student housing. If the improper behavior happens repeatedly, the resident-owner may be told to remove the Assistance/Emotional Support Animal from student housing until he or she takes significant steps to mitigate the behavior as required by the Student Housing Village Director. If mitigation strategies are unsuccessful, Student Housing Village reserves the right to ban an Assistance/Emotional Support Animal which exhibits vicious propensities.
- *Ill Health:* Assistance/Emotional Support Animals that are ill should not be taken into public areas. NCCC Student Housing Village reserves the right to require the removal of an ill Assistance/Emotional Support Animal in its sole discretion. A resident-owner with an ill Assistance/Emotional Support Animal may be required to remove the Assistance/Emotional Support Animal from NCCC student housing.
- *Uncleanliness:* Resident-owners with Assistance/Emotional Support Animals that are unclean or have fleas, ticks or other pests, may be asked to remove the Assistance/Emotional Support Animal from NCCC student housing until steps can be undertaken to successfully mitigate the issues. If mitigation strategies are unsuccessful, the Student Housing Village reserves the right to ban an Assistance/Emotional Support Animal.
- *No Clean-up:* The resident-owner must: 1) always carry equipment sufficient to clean up the Assistance/Emotional Support Animal's waste from the NCCC premises; 2) require the Assistance/Emotional Support Animal to void in a pre-designated location as determined by the Student Housing Village Director; 3) immediately remove the waste; 4) properly dispose of the waste in the receptacle as determined by the Student Housing Village Director. Fines for violation of this rule will be the same as those levied by the City of Utica or City of Rome, depending on the campus location.
- *Damage to campus housing:* As with anyone living in campus housing, the Student Housing Village may bill the resident-owner for damage beyond normal wear and tear. If fleas, ticks, or other pests are detected through routine inspection, the resident-owner will be responsible for the expense of pest treatment beyond standard pest management used in the college housing. Based on the extent of damage, the Assistance/Emotional Support Animal may be asked to leave NCCC Student Housing Village.
- *Acknowledgement:* I have read and understand the conditions under which an Assistance/Emotional Support Animal within NCCC student housing may be required to leave the premises. I agree to indemnify and hold harmless NCCC from any liability or property damage resulting from the presence or actions of my Assistance/Emotional Support Animal during the time that the Assistance/Emotional Support Animal is on NCCC student housing or college premises.

Resident-Owner Signature: _____ Date: _____

Resident-Owner Responsibility Acknowledgment for
Use of an Assistance/Emotional Support Animal in NCCC Student
Housing Village

Date of Request: _____

Species: _____

Breed of the Animal: _____

Sex of the Animal: ____ Male ____ Female

Resident's Campus Address: _____

Resident's Cell Phone: _____

I have submitted my request for permission to have an Assistance/Emotional Support Animal in student housing.

As the owner of an Assistance/Emotional Support Animal which I wish to accompany me in the Residence Halls, I hereby acknowledge that I have read and reviewed the Policy for Use of Assistance/Emotional Support Animals & Assistance/Emotional Support Animals by Residents in Niagara County Community College Student Housing Village.

Dated: _____ Signature: _____

Resident-Owner

Print Name: _____

Resident-Owner