

## Memorandum of Understanding Emotional Support Animals Page 1 of 2

*The purpose of this document is to ensure that you are aware of what is needed to have and keep an emotional support animal (ESA) on campus and that you acknowledge that you will be held accountable and responsible for any damage or injury to University property, personnel, students, vendors, and/or visitors caused by your ESA on campus. The University will not be held liable for any damages or injuries your ESA may cause. You will be held responsible for any incidents or financial obligation that may be incurred as a result of your ESA on campus. The items below further outline your responsibilities as an ESA owner residing on campus.*

- 1) An ESA must be registered with and approved by Disability Support Services (DSS) in writing prior to moving in to campus housing. Starting the process one month prior to move-in is preferred.
- 2) Proof of current rabies vaccination and current Huntsville city license is required to register an ESA that is a dog or cat and must be annually updated with DSS in order to stay in compliance.
- 3) A letter from the animal's veterinarian asserting the animal is in good health is required to register an ESA and must be annually updated with DSS in order to stay in compliance.
- 4) An animal whose letter of health, rabies vaccination, or Huntsville city license is not up-to-date is considered out of compliance and is not allowed on campus. A student whose ESA is out of compliance may be charged \$350 and the animal must be removed from campus until deemed back in compliance by DSS.
- 5) DSS must receive a signed letter on letterhead from your physician, psychiatrist, social worker, or other mental health professional that is treating you for your disability. In the letter the provider needs to include their professional opinion that your condition qualifies as a disability and the basis for that opinion, that they specifically recommend an ESA to help alleviate symptoms and impairment associated with your disability, and a description of the comfort or assistance that having an ESA may provide you.
- 6) Your ESA must be secured in your bedroom during work hours, hours spent attending classes, labs, and other academic activities. When you are present, your ESA can go in the common areas of your suite only if you have written agreement from each roommate. You will be held responsible to any damages that your ESA may cause to the suite. ESAs are not allowed in academic buildings or in suites where the Owner does not reside.
- 7) ESAs must not be left in vehicles for any length of time without the owner being present.
- 8) In the event that you have to leave campus for an extended period of time, you must take your animal with you or provide alternate care for your animal off campus for the duration of your absence.
- 9) The University may impose fees for clean-up or pest mitigation if you fail to clean-up after your animal or keep the animal free from fleas, ticks, and other pests.
- 10) The University may impose fees related to any destruction caused by your animal on University property.
- 11) Animal owners are expected to purchase and utilize waste disposal bags for disposal of solid waste if animals are walked outside on campus property.

**Memorandum of Understanding  
Emotional Support Animals Page 2 of 2**

- 12) Any animal that becomes disruptive or that poses a danger to the campus community may be removed at the discretion of administration. Disruptive or destructive behavior of animals may be considered a violation of the UAH Student Code of Conduct.
- 13) The Owner will provide an off-campus emergency contact should the Owner be unable to care for the ESA at any time. A current University student residing on campus or University personnel (unless the University personnel are the parents/guardians of the student) are not appropriate choices for an emergency contact and will not be permitted.
- 14) The Owner will take the approved ESA outside during fire drills and/or emergency preparedness procedures. The approved ESA must remain in the crate/cage or on a leash during this time.
- 15) The Owner must notify DSS and Residence Life in writing if the approved ESA is no longer needed or is no longer in residence. To apply for a new ESA to replace the previous one, the Owner must submit a new written request and appropriate documentation to DSS for review and approval.

*By signing below, you acknowledge that you have read this document and the Emotional Support Animals Guidelines and will abide by the guidance set forth by the University.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
A#

\_\_\_\_\_  
DSS Senior Coordinator Signature

\_\_\_\_\_  
Date