

Request for Service Animal in Training in WCU Campus Housing

West Chester University may provide reasonable accommodations (under the federal Fair Housing Act regulations) for a student with a disability who has a verifiable need of having a service animal in training while attending the University. 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 WCU campus housing.

Students with a disability who utilize Service Animals in Training should contact and meet with the Office of Services for Students with Disabilities prior to the animal arriving on campus BEFORE each academic calendar school year. All documentation should be submitted no later than 7 days before classes begin. For students living on-campus, the documentation must be submitted 30 days before occupancy is to commence in on-campus housing.

Documentation:

- This form, completed
- Veterinary verification that the service animal is healthy, and its vaccinations are current
- Documentation of the disability
- Description of the specific task(s) the service animal is training to perform

This form is for a Service Animal In-Training, and NOT an Emotional Support Animal (ESA). What is the difference?

- Service Animals in Training are dogs and occasionally, miniature horses, that are being individually trained to perform a specific task(s) for people with disabilities. They have already been puppy trained and can complete everyday tasks not related to a disability, such as sitting, staying, or being housebroken. The Americans with Disabilities Act (ADA) does not apply to Service Animals in Training.
- An ESA is an animal (typically a dog or cat, though this can include other animals) that provide 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. An ESA is not automatically granted access to places of public accommodation, including areas where residents normally are permitted to go.

Students who misrepresent a pet or ESA as a service animal in training will be investigated for fraud and dishonesty and will be referred to the Office of Student Conduct for violations including, but not limited to, Student Conduct Policies 16 and 18.

A person commits the offense of misrepresentation of an animal as an assistance animal or service animal if the person intentionally: (1) creates a document misrepresenting an animal as an assistance animal or service animal for use in housing; (2) provides a document to another falsely stating that an animal is an assistance animal or service animal for use in housing; or (3) fits an animal that is not an assistance animal or service animal with a harness, collar, vest or sign that the animal is an assistance animal or service animal for use in housing. A person who violates this provision commits a summary offense and shall, upon conviction, be sentenced to pay a fine not to exceed \$1,000.

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Service Animals in Training are allowed only in the public spaces of campus and in private residences on campus with prior approval. Puppy raising and training is not allowed in residence halls.

- Service Animals in Training must meet all state laws and local ordinances regarding vaccinations and proper licensure.
- The handler is responsible for the actions of the Service Animal in Training. These actions include bodily injury and property damage and may require financial compensation.
- The handler must control and properly supervise the animal at all times (e.g., animals must be restrained by a leash or other appropriate device that does not exceed 6 feet in length or other device which allows the owner to maintain control of the animal; not tether the animal to stationary objects; etc.).
- The handler is responsible for caring for and supervising the animal, which includes toileting, feeding, grooming, flea and tick prevention, and veterinary care.
- The handler is responsible for waste cleanup. If the handler is not able to physically pick up the animal waste, they must hire or establish someone who is able to complete the task. The waste must be properly disposed of in a trash receptacle.
- The handler is responsible for instructing others on appropriate interactions with the animal and setting clear and respectful expectations.
- The handler should ensure that the Service Animal in Training does not approach and sniff others, dining tables, or personal belongings of others.
- The handler must assure that the service animal does not block emergency exits or aisles.
- The animal must display good behavior and not disrupt others unless alerting the handler as appropriately trained.
- The animal can be asked to leave campus if the animal is out of control, a threat to others, or the animal is ill.

NOTE: Upon University request, the handler must provide evidence of the Service Animal in Training's progress toward the specific task to be performed. This can be through demonstration with the specific person with a disability the animal will be assisting or through documentation from a recognized training organization.



Office of Services for Students with Disabilities

223 Lawrence Center
705 S. New Street
West Chester, PA 19383

This Section to be Completed by Student

Student Name: _____ Date: _____
Last First M.I.

Campus Address: _____
Dormitory Unit #

WCU Email: _____ Phone: _____

Home Address: _____
Street City, State, Zip Code

- ☐ I have read this document and understand the conditions outlined.
- ☐ I have read the WCU Animals on Campus Policy and the Service Animal in Training in Residence Agreement and agree to abide by its contents.

The primary task(s) the animal is being trained for:

Student's Signature: _____ Date: _____



NOTIFICATION TO WCU Campus Housing

OSSD DECISION

The following student will have a Service Animal in Training in residence for the current school year ONLY. The student MUST provide a signed copy of the Service Animal in Training in Residence Agreement.

SIGNATURE OF OSSD OFFICIAL:

DATE:

Student Information: to be completed by student

Student Name: _____ Date: _____
Last First M.I.

Student ID Number: _____

Campus Address: _____
Dormitory Unit #

WCU Email: _____ Phone: _____