Residence Life acknowledges that the land on which Bishop’s University is located is the traditional and unceded territory of the Abenaki people.
To be completed by resident:

Resident Name: _____________________________________

Student ID: _________________________________________

Residence Building (if assigned): ________________________

Room Number: _____________________________________

ESA Name: _________________________________________

ESA Type (ex. Rabbit): ________________________________

Veterinarian Name: __________________________________

Veterinarian Phone: __________________________________

Name of person who can care for ESA in an emergency is:
__________________________________________________

Person's Telephone number: __________________________

Relationship to resident: ______________________________

Any other pertinent information about the ESA: ____________

__________________________________________________

__________________________________________________

*ESA = Emotional Support Animal
Please review each area and initial each paragraph to indicate your understanding.

___: One-Month Probationary Period: Residents and their ESA must participate in a month-long probationary period. At the end of the probationary period, the resident will meet with a member of the Residence Life Team to go over an evaluation.

What is being evaluated:
- Odours
- Noise disturbance
- Damage
- Complaints
- Respect of ESA agreement
- Resident’s ability to care for the ESA
- For Paterson: Integration of ESA into the living space

___: Specific Room Assignment and ESA Door Sticker: Residents who apply to have an ESA in residence agree to live in one of the designated ESA apartments or bog-style residence rooms. ESAs are not permitted in traditional style residences. Regardless of room type, ESAs are not permitted in any area of residence buildings, except the student’s personal living space. If the ESA is outside the residence building, the resident must follow the Pets on Campus University Policy.

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Non-Refundable Cleaning Fee of $200 will be charged at the beginning of the resident’s lease which is non-refundable regardless of the outcome of the probationary period. The cleaning fee covers floor, carpets, and furniture cleaning and basic disinfection upon the resident’s departure. Any additional cleaning or repair costs will be charged to the resident at the end of their lease.

Health and Wellbeing of the Community: An ESA cannot pose a direct threat to the health, wellbeing or safety of other residents. If the ESA is deemed by the Residence Life Team to pose a threat to others, action may be taken to remove the ESA from university property.

Animal Waste: If applicable, an ESA must be housebroken and the resident is responsible for proper containment and disposal of animal waste. If the ESA lives in a cage, the resident is responsible for regular removal of animal waste. Animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste must be immediately retrieved by the resident, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.
Health of the ESA: The resident is responsible for the health and safety of their ESA. Routine care may include: flea and tick prevention, de-worming, vaccinations, and annual examinations. Bishop’s University Residence Life has the right to request documentation for routine care of ESAs at any time during the ESA’s stay in residence. The resident is responsible for the cost of routine care for their ESA.

Care for ESA: The resident is responsible for their ESA at all times. The ESA cannot be left in other residence living spaces or residence common areas. The ESA is expected to travel home with a resident or be cared for off campus when residence is closed (ex. holiday period). In an unforeseen or emergency situation, the resident’s emergency contact will be called upon to care for the ESA.

The person Bishop’s University Residence Life team can contact to care for the animal in case of an emergency is:

_________________________________________________

Relationship to resident: ____________________________

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Neglect: If neglect of an ESA is suspected, a meeting with a member of the Residence Life Team will be required. Possible sanctions will be applied at the discretion of the Residence Life Team and/or the Director of Student Life and Student Services. If a resident is no longer willing or able to care for their ESA, the Residence Life Team can support the resident in finding a shelter or other animal welfare organization who can take the ESA.

When the Resident is not Present (e.g. in class) the ESA must be crated or otherwise contained within the residence room. The resident is responsible for keeping their ESA in their living space (bog-style room or apartment room). Should their animal break free of the living space, it is the resident’s responsibility to advise the Security Team (819-822-9711) and participate actively in retrieving their ESA.

Room Maintenance and Repairs: Anytime the resident requires Housing or Facilities/Maintenance to enter their room, they must make arrangements in advance to be present and in control of their ESA during the visit. Residents can contact the Facilities Manager to make these arrangements: karine.boutin@ubishops.ca

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ESA Identification: An ESA should have a tag with the animal’s name and a contact phone number for the resident, in case of emergency. If the ESA is too small to wear a tag, their name and the resident’s phone number should be affixed to the ESA’s cage.

Resident’s Financial Responsibility: The resident is financially responsible for the actions of the ESA including: bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The resident is expected to cover all costs for returning their residence living space to the same condition as move-in. This may include the cost of paint, repairs to furniture, or any other repair that is related to the ESA’s presence in the living space or residence building.

Emergencies (ex. fire, evacuation): In the case of an emergency, the university’s priority is the safety of students, staff and faculty. Whilst emergency responders will try their best to rescue ESAs in an emergency, they will prioritize human life. All students are expected to leave campus buildings when an evacuation order is given. All students may not re-enter a residence building to rescue an ESA.

If the resident violates any provision of this document, they may be required to immediately remove the ESA from residence.

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I have read and agree to the terms of the Bishop’s University Emotional Support Animal Agreement. I understand that if I have questions, concerns, or need assistance, I will contact the Residence Life Team: residencelife@ubishops.ca.

Resident Name: _____________________________________

Resident Signature: __________________________________

Date: _____________________________________________

Residence Life Team Member Name: _____________________

Residence Life Team Member Signature: _________________

Date: _____________________________________________