

Bishop's University Residence

Emotional Support Animal Policy

This policy lays out the process and requirements for students that require an emotional support animal while in residence at Bishop's University.

What is an Emotional Support Animal?

- An emotional support animal is an animal prescribed by a licensed physician, qualified psychiatrist, or a registered psychologist to play an integral part in the support and/or treatment process for an individual. An emotional support animal **is not** a service animal.

Documentation

- Residents seeking approval for an emotional support animal in Residence are required to obtain documentation from a licensed physician, qualified psychiatrist, or a registered psychologist.
 - This documentation must demonstrate the existence of a disability and that the animal provides support that alleviates at least one of the identified symptoms or effects of existing disability. Details of disability or medical history are not required.
- This documentation must be provided at the time of signing the "Bishop's University Residence Emotional Support Animal Agreement", and will be kept attached to the agreement.

Community Obligations

- Emotional support animals are not permitted in any area of residence, except the student's personal living space.
- The animal cannot pose a direct threat to the health or safety of others. If the animal is deemed to pose a physical threat to others, action may be taken to remove the animal from university property.
- The animal must be housebroken. The resident is responsible for proper containment and disposal of all animal waste. Indoor 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.

- The resident must effectively control the animal at all times (voice command, leash, or otherwise). If the resident cannot effectively control the animal, permission to keep the animal in university housing will be rescinded until such time that the problem is rectified. All animals must be leashed at all times while outdoors.
- When the resident is not present (e.g. in class) the animal must be crated or otherwise contained within the residence and remain in the assigned residential space. Anytime the resident requires Housing or Facilities/Maintenance to enter their room, they must make arrangements in advance so they will be present and in control of their animal during the visit
- All animals must have a tag with the animal's name and a contact phone number for the resident, in case of emergency. The tag does not need to have any identifying information on it besides the animals name and residents name and phone number.
- The student is responsible for instructing others on appropriate interactions with the animal. The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The student is expected to cover all costs of returning the unit to the same condition as move-in. This may include cleaning all carpets and furniture to remove pet odors, dander, hair, etc.

Health and Wellness

- Routine care for the animal is expected for health and safety reasons, and includes: flea and tick prevention, de-worming, rabies, other routine vaccinations and annual examinations. Bishop's University Residence Life has the right to request documentation relevant to these health and safety concerns at any time during the animal's stay in residence.
- The cost of care, arrangements and responsibilities for the well-being of an emotional support animal are the sole responsibility of the resident at all times. The animal cannot be left in the care of other residents while the resident is away unless the situation is unforeseen or deemed an emergency.
- If any animal neglect is suspected, a meeting with the Director of Residence Life and Conference Services will be required. Possible sanctions will be applied at the discretion of the Director of Residence Life and Conference Services. The student is solely responsible for the health and safety of the animal. The animal should not be left alone in the residence for unreasonably long periods of time.

Process

- Students wishing to bring an emotional support animal to residence are required to meet with the Director of Residence Life and Conference Services.
 - Supporting documentation will be required to be presented at this meeting.
 - Students will be required to sign the “Bishop’s University Emotional Support Animal Agreement”
- Students wishing to bring their Emotional Support Animal with them when they move-in to residence, can only do so with prior communication and arrangements being made with the Director of Residence Life and Conference Services.
- Students wishing to arrange accommodations after move-in day will be required to arrange a meeting with the Director of Residence Life and Conference Services to discuss their accommodations. An Emotional Support Animal **can only be** brought into residence with prior approval from the Director of Residence and Conference Services.

Additional Clauses

- The type of animal that can be brought into residence will be at the discretion of the Director of Residence Life and Conference Services. Each case will be handled on a case by case basis.
 - All dogs must be registered with the security office. Dogs also must be certified that they are safe to be around humans. If you are unable to get this type of certification while at home, CVC Jocelyn Bergeron <http://www.visioncanine.ca/fr/services.html> in Lennoxville is a business that is able to provide the certification that the dog is safe to be around humans. Any questions regarding the type of certification can be directed to Carson Brooks, Manage of Security.
- The student’s type of accommodation might be changed to best accommodate the residence community, and animal. The decision to move a student will be left at the discretion of the Director of Residence and Conference Services.
 - The student will be responsible for all new fees associated with any room change.
- Modifications to the “Bishop’s University Residence Emotional Support Animal Agreement” will be handled on a case by case basis at the discretion of the Director of Residence and Conference Services.