

LAFAYETTE COLLEGE

Academic Resource Hub • Accessibility Services

Easton, Pennsylvania 18042-1773 USA • TEL 610-330-5098 • FAX 610-330-3065 • hub.lafayette.edu

Emotional Support Animal (ESA) Accommodation Packet

This packet is a courtesy for students to utilize in their request for an Emotional Support Animal. Information and documentation will be reviewed on an individual, case-by-case basis.

ESA requests for the next academic year must be submitted by March 1 (current students) or June 1 (incoming first year students). Requests not made within a reasonable time frame may result in the College not being able to provide the requested accommodation.

This packet includes the following:

- Student Intake Form (page 2)
- Emotional Support Animal Policy (page 3)
- Emotional Support Animal Request Form (page 5)

Steps for Student requesting an ESA:

1. Review Emotional Animal Support Policy
 - Please ensure that the ESA policy has been reviewed, understood, and agreed upon prior to continuing the next steps in the request process.
2. Complete Student Intake Form
3. Review Emotional Support Animal Policy with provider and request documentation using Emotional Support Animal Request Form.
4. Please submit all information and documentation to Accessibility Services. Accessibility Services will review all information and contact the student to set up an appointment.

Submit information electronically to: resourcehub@lafayette.edu

Lafayette College, Accessibility Services | 300 Scott Hall | Easton, PA 18042
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STUDENT INTAKE FORM

Name (Last Name, First Name):

LNumber:

Date of Birth:

Lafayette email address:

Phone Number:

DISABILITY AND CURRENT IMPACT

Primary Disability:

Secondary Disability(ies):

In your own words, please describe how your disability impacts your daily life and education:

What type of accommodations are you requesting? Check all that apply.

☐

Academic

☐

Housing

☐

Dining

Please describe the accommodation(s) you are requesting.

Please describe how the accommodation(s) will reduce the impact of your disability(ies).

Student Signature:

Date:

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Emotional Support Animal (ESA) Policy

Below are important rules and responsibilities on owner care and handling of an Emotional Support Animal at Lafayette College. Please review the information and discuss any questions or concerns with Accessibility Services and/or Residence Life.

BEFORE BRINGING THE ANIMAL TO CAMPUS

- The ESA must comply with all applicable laws, as well as all PA licensure and vaccination requirements. A current license and vaccination record for your ESA will be required prior to moving into the residence with ESA. This information must remain current during the period of this approval and be presented to Accessibility Services.
- Cats and dogs under the age of one year are generally not permitted.
- Your ESA must be house trained, which includes litter box training and/or trained to relieve itself outside. Once on campus, any accidents must be cleaned immediately using appropriate cleaning products. Litter boxes, crates, kennels, and any other device in which the animal is kept must be cleaned daily. Waste must be bagged in plastic bags and securely tied. Waste must be disposed of in outdoor trash receptacles. Litter, bedding, etc of any type may not be disposed of anywhere in your residence, such as in a trash can, or in toilets or drains.

RESIDENCE HALL EXPECTATIONS

- The ESA should reside in your bedroom and not any space shared with another resident (such as the bathroom or kitchen) or outside the residence hall. The ESA is not permitted in common spaces in your building (such as lounges), other residences, dining halls, academic buildings, or any other space outside of your room, with the exception of when being taken for a walk or transported off campus, as noted below.
- If the ESA is in the room when you are not in your room, the ESA must remain in its crate/cage/or similar product to allow for safe entry of College personnel who may need to enter your residence for maintenance or safety purposes.
- The ESA is not to leave the residence except with you for, as applicable, walks, visits to the veterinarian, etc. While on College property, the ESA must be under your control at all times, whether in your room in the residence or outside. When transporting the ESA outside, you must use a leash or carrier.
- If the ESA leaves the residential facility and is not in a crate, kennel, or any other device in which the animal is kept, the ESA must wear a collar, which must include your contact information, at all times.
- You may not leave your animal in the residence if you leave the residence for 24 hours or more. For example, the ESA may not remain in residence if you leave your room for an extended period, such as: (1) for longer than a day of classes, (2) a trip which will last overnight or longer, and (3) during break periods. The ESA has been approved to live in the residence with you and under your care. Therefore, you cannot leave your ESA with other students in the residence or have anyone else come to your room with the intent to take care of the ESA. If you

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are not able to bring the ESA with you, you are expected to find an off-campus location to provide care for the ESA while you are away.

- If an ESA is found unattended in a residence (except during your time in classes, etc.) or it is learned that you have left the animal unattended in violation of the above paragraph, the ESA will be subject to removal from the building and boarded elsewhere at the ESA owner's expense.
- The ESA must not pose a threat or disruption of any kind to roommates or others in the residence or the Lafayette community.
 - If the ESA poses a threat, injury or disruption of any kind, (1) the ESA may be removed from the building (either permanently or temporarily) and/or boarded elsewhere at the ESA's owner's expense and/or (2) Accessibility Services may revoke the accommodation and you may be required to remove the ESA from the residence.

STUDENT OBLIGATIONS

- You are responsible for all damages or injuries to either property or person(s) resulting from your ESA. Damages in your room or residence hall resulting from an ESA may result in charges to your account.
- If you decide you no longer will have the ESA in residence you must notify Residence Life who will also notify Accessibility Services.
- If you wish to replace the ESA with a different animal, (such as replacing a cat with a dog) you must reapply through Accessibility Services for a new accommodation.

COLLEGE OBLIGATIONS

- Lafayette College reserves the right to exclude or remove any animal that poses a direct threat to the health or safety of others or creates an unreasonable and unmanageable disturbance to the community.
- **COVID-19 Addendum as of January 2021: Due to COVID-19 developments, the College reserves the right to change these policies and procedures without notice. If an ESA owner is quarantined, the College reserves the right to ask that the student make immediate arrangements for the care of the animal off-campus.**

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Emotional Support Animal (ESA) Request Form

To be completed by a treatment provider. This form is offered as a guide and convenience. Accessibility Services will review all formats of documentation submitted. All of the information requested on this form is necessary for the institution to have in order to consider the request for an ESA.

The information on this form should reflect the most current and available information. It should:

- **Be completed by a qualified professional**
- **Be completed as clearly and thoroughly as possible**

Submit information electronically to: resourcehub@lafayette.edu

Student's Name:

Re: Proposed ESA (if identified):

Name:

Type of animal:

Age of animal:

The above-named student has indicated that you are the health care provider who has suggested that having an Emotional Support Animal (ESA) in the residence hall will have therapeutic benefit in alleviating one or more of the identified symptoms or effects of the student's mental health disability. Generally, we accept documentation from providers in the State of Pennsylvania or the student's home state who have personal knowledge of the student, consistent with their professional obligations. Letters purchased from the internet for a set price rarely provide the information necessary to support an ESA request.

The Federal Trade Commission (FTC) has been asked to investigate websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in question offer for sale documentation that is not reliable for purposes of determining whether an individual has a disability or disability-related need for an ESA because the website operators and health care professionals who consult with them lack the personal knowledge that is necessary to make such determinations.

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To evaluate the request for this accommodation, please answer the following questions:

Information About the Student's Disability

Federal law defines a person with a disability as someone who has a physical or mental impairment that **substantially limits** one or more major life activities. That suggests that a diagnosis (label) does not necessarily equate with a disability (substantial limitation). What is the nature of the student's mental health impairment (that is, how is the student **substantially limited**?)

Does the student require ongoing treatment? If so, how?

When did you first meet with the student regarding this mental health diagnosis?

When did you last interact with the student regarding this mental health diagnosis?

Information About the Proposed ESA

Please note that there are some restrictions on the kind of animal that can be approved for the residence hall. It is possible the student may be approved for an ESA, based on the information you provide here, but may not be allowed to bring the specific animal named.

Is the animal named here one that you specifically prescribed as part of treatment for the student, or is it a pet that you believe will have a beneficial effect for the student while in residence on campus?

What specific symptoms will be reduced by having an ESA, and how will those symptoms be mitigated by the presence of the ESA?

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Is there evidence that an ESA has currently or in the past helped this student?

Importance of ESA to Student's Well-Being

In your opinion, how important is it for the student's well-being that an ESA be in residence on campus? What consequences, in terms of disability symptomatology, may result if the accommodation is not approved?

Did this student provide and review a copy of Lafayette College's Emotional Support Animal (ESA) Policy document with you?

YES

NO

Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way? (If you have not had this conversation with the student, we will discuss with the student at a later date.)

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Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. The named student has signed this form (below) indicating written permission to share additional information with us in support of the request.

We recognize that having an ESA in the residence hall can be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an ESA on both the student and the campus community.

Please provide contact information, sign and date this questionnaire (below), and return directly to the student or to Lafayette College, Accessibility Services.

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CONTACT INFORMATION

Name:

Address:

Telephone:

Email address:

Professional Signature:

Type of License

License #:

Today's Date: