



## Assistance Animal Agreement

The Student Handler identified below is requesting approval from the Dean of Students Accessibility Office for the disability accommodation of having the listed Assistance Animal live with them in Hamilton College Housing. **Request deadlines are as followed: for Fall Semester July 1st and for Spring Semester December 1st (no exceptions).**

Student Handler Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Type of Animal: \_\_\_\_\_ Name of Dog & Length of Ownership: \_\_\_\_\_

Description of Animal (size, color, age, etc.): \_\_\_\_\_

Veterinarian Name & Phone Number: \_\_\_\_\_

**ASSISTANCE ANIMAL DEFINITION:** For the purposes of disability accommodations at Hamilton College, an animal that is recommended by a healthcare or mental health professional to provide emotional support to persons with disabilities who have a disability-related need for such support. Assistance Animals may be dogs or other animals that can provide emotional support. **An Assistance Animal, unlike a service dog, may not accompany a person with a disability in other areas of the residence hall and when entering other buildings (e.g., residence hall common rooms, academic buildings, the library, dining halls, etc.). Dogs must be at least three years old and cats at least two years old.**

**The following tasks comprise the process for approval under this agreement (please initial):**

- \_\_\_\_\_ **Registration with the Dean of Students Accessibility Office.**
- \_\_\_\_\_ **Meeting with the Dean of the Accessibility Office to review any pertinent campus-wide policies that may relate to the animal.**
- \_\_\_\_\_ **Review and sign the Assistance Animal Agreement.**
- \_\_\_\_\_ **Documentation from a specialist in the appropriate field may need to be updated and resubmitted as necessary.**
- \_\_\_\_\_ **The Student Handler must provide current and appropriate evidence of the Assistance Animal's immunizations and vaccinations and, when applicable, the animal must wear a rabies vaccination tag. Current immunization and vaccination records must be submitted to the Dean of Students Accessibility Office with this Agreement and be updated as necessary. For animals that aren't required to have immunizations or vaccinations, Student Handlers must submit "clean bill of health" documentation from a veterinarian.**
- \_\_\_\_\_ **The Student Handler must submit a recent portrait style picture of the animal.**

**In accepting the accommodation of an Assistance Animal the Student Handler is responsible for, agrees to and must initial the following:**

***Guidelines for Animal Care***

- If the Assistance Animal is a dog, the Student Handler must comply with New York State, Oneida County and/or Town of Kirkland dog control and licensing laws, and with all responsibilities regarding animal rights and all other owner responsibilities. **Evidence of licensing (payment of fee) with the Town of Kirkland must be submitted to the College on an annual basis.**
  - [Town of Kirkland Code](#)
  - [Animal Law in New York State](#)
- Consider the size and needs of their animal when selecting a residence hall room, e.g., adequate space for the Student Handler and the animal, etc. **Student Handlers who plan to request [Medical & Accommodation Pre-Assignment Housing](#) for this purpose must submit [applications](#) by March 1st.**
- Assistance Animals must be housebroken. The Student Handler must remove, or arrange for the removal of, the animal's waste and dispose of all waste in a timely manner. The Student Handler must discuss the appropriate waste disposal method and/or location with residence hall facilities staff.
- The Student Handler must effectively control their animal at all times. The animal cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control their animal or it poses a direct threat to the health or safety of others, the permission to keep that particular animal in College Housing will be rescinded.
- Routine maintenance of the animal is expected (bathing and grooming) and includes flea and tick prevention, deworming, and minimally, annual examinations (see *Local Resources for Student Handlers* for off-campus hygiene location). Also, the College has the right to request updated veterinary verification at any time during the animal's residency.
- If any neglect is suspected, the College will contact the Student Handler, Campus Safety, and the Humane Society. The entire responsibility of the animal should be taken on by the Student Handler. Assistance Animals may not be left alone or unattended for extended or unreasonable lengths of time. The amount of time should be determined in consultation with the Student Handler and an appropriate professional.
- All animals should have a microchip and a Hamilton tag that identifies the dog and owner in case of emergency.

***Guidelines for interaction with roommates and the community***

- Compliance with all College rules regarding noise, safety, disruption, and cleanliness. The Student Handler must ensure that their Assistance Animal does not create persistent odor, noise or disturbance. The Student Handler is responsible at all times for the actions of their animal.
- **Assistance animals are not permitted in any area other than the Student Handler's residence hall room.** Thus, alternate caregivers must care for animals in the Student Handler's room only.
- **When leaving the room/apartment, the Assistance Animal shall be restrained with a six foot (6') or shorter leash or be transported in a container. If on a leash, a Hamilton identification tag must be prominently displayed. Assistance Animals are only allowed in common indoor areas as needed to enter or exit their residence hall.**
- When leaving the room/apartment, the Assistance Animal should never be left unattended (e.g. secured to any outside structure waiting for its Student Handler to return, etc.).

- \_\_\_\_\_ The Student Handler is responsible for assuring that their animal does not interfere with the routine of the residence hall or cause difficulties for other students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.
- \_\_\_\_\_ The Student Handler is responsible for instructing others on appropriate interactions with their animal and setting clear expectations.
- \_\_\_\_\_ **For incoming first-year students, their roommate(s)/suite(s) will be notified about their animal. Notification will include the type of animal, size, and what services the animal performs, if applicable. Roommates/suite(s) may request a room change from the College if they have a desire to do so.**
- \_\_\_\_\_ When requesting maintenance for their room, the Student Handler should arrange with Residential Life staff and Facilities Management a time when they will be present.

***Additional Agreements***

- \_\_\_\_\_ The Student Handler is financially responsible for the actions of their animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The College may bill the student for damage beyond normal wear and tear or for necessary cleaning above and beyond the standard cleaning of the room. Also, if fleas, ticks, or other pests are detected through routine inspection, the student will be responsible for the expense of pest treatment beyond standard pest management used in College housing. The Student Handler is expected to cover all costs of returning the living space to the same condition of move-in.
- \_\_\_\_\_ **Student Handlers must keep the Assistance Animal Approval Door Tag provided by the Dean of Students Accessibility Office posted on the outside of the door of the room where the Assistance Animal resides.**
- \_\_\_\_\_ The College reserves the right to inspect the room while occupied as needed.
- \_\_\_\_\_ The College reserves the right to re-assign the Student Handler to a different residence hall room if care of their animal or interactions with others become a concern.
- \_\_\_\_\_ The Student Handler gives permission to the designated College official to contact the animal's veterinarian to request additional medical documentation if needed.
- \_\_\_\_\_ **If the Student Handler violates any provisions of this agreement, they are subject to the College's Student Conduct process and/or may be required to immediately remove their animal from College housing.**
- \_\_\_\_\_ Residential Life isn't responsible for notifying the Student Handler of upcoming fire drills in their residence hall.
- \_\_\_\_\_ The Student Handler must inform the Dean of Students Accessibility Office within 10 days when the Assistance Animal is no longer living in residency.
- \_\_\_\_\_ The Student Handler must inform the Dean of Students Accessibility Office in a timely manner if they're making any room or roommate changes, at which time a new Assistance Animal Agreement must be completed and submitted.
- \_\_\_\_\_ Pets, visiting animals or any off-campus Assistance Animals that haven't been approved by the College are not allowed in any campus buildings, including residence halls.

**Following are some, but not all, circumstances which will prompt the College to withdraw its consent for an Assistance Animal to live in College Housing:**

- \_\_\_\_\_ The animal is found to be mistreated or neglected by the Student Handler.

- \_\_\_\_\_ The animal poses a direct threat to the health or safety of others.
- \_\_\_\_\_ The Student Handler does not comply with the above responsibilities.
- \_\_\_\_\_ The animal's presence results in a fundamental alteration of the College's program or operations.
- \_\_\_\_\_ The animal or its presence creates an unmanageable disturbance or interference.

**An on-campus Alternate Caregiver must be identified to care for the animal in the event the Student Handler is unavailable due to an emergency. The Alternate Caregiver is responsible for fulfilling all obligations of the Student Handler set forth within this document for the entire duration of time that the Student Handler is unavailable.**

Alternate Caregiver Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Address: \_\_\_\_\_

In an emergency when the Student Handler is unavailable, Hamilton College will attempt to contact the Alternate Caregiver. If the Alternate Caregiver is unavailable, the College will arrange with a local area private boarding facility to care for the Assistance Animal at the sole expense of the Student Handler. The Student Handler will be responsible for paying all fees associated with such emergency care, including transportation to and from the facility, room and board.

**Roommate Agreement: As the roommate(s)/suite mate(s) of the Student Handler, I agree that the Assistance Animal designated herein may live with us in our residence hall room or suite. This agreement includes the following:**

- **Roommates/suite mates aren't responsible for the care of the animal (includes feeding, dog/cat sitting, walking, transporting, purchasing food or other items, bathing, grooming or disposal of waste). This excludes times of emergency when a roommate/suite mate is also the animal's Alternate Caregiver.**

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In exchange for the Student Handler having permission to have the listed Assistance Animal live with them in Hamilton College Housing, the student agrees to indemnify and hold harmless Hamilton College from any liability or property damage resulting from the presence or actions of the Assistance Animal, during the time that the animal is on College owned or operated premises.**

**This Agreement may require updates annually, as needed or if housing arrangements change during the period covered by this Agreement. This includes updates to medical or psychiatric documentation and/or updated immunization and vaccination records. Prior violations of this Agreement may result in denial of a request(s) in future years and at a minimum must be addressed and remedied to the satisfaction of the Medical and Accommodation Pre-Assign Housing Committee before approval.**

**I have read and agree to all of the terms of the Hamilton College Assistance Animal Agreement. I understand that if I have questions, concerns, or need assistance that I will contact the Dean of Students Accessibility Office.**

This agreement is in effect from \_\_\_\_\_ through \_\_\_\_\_

Student Handler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Students Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Adapted from Colgate University's and Clemson University's Assistance Animal Agreements*