



## Service Dog Registration

The Student Handler identified below has voluntarily supplied the following information about their Service Dog to the Dean of Students Accessibility Office.

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

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

Campus Address: \_\_\_\_\_ Service Dog in Training? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Breed of Dog: \_\_\_\_\_ Name of Dog & Length of Ownership: \_\_\_\_\_

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

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

New York's Civil Rights Law requires public facilities to allow guide dogs, service dogs, and hearing dogs. [In New York State, a Service Dog is a dog that has been, or is being, trained to work or perform tasks for a person with a disability \(including psychiatric disabilities\).](#) While Service Dogs may accompany a person with a disability throughout the campus (e.g., to academic buildings, the library or dining halls) without approval from the Dean of Students Accessibility Office, if the decision is made to register the animal while on-campus, following are responsibilities of the Student Handler:

### *Registration Process*

- Register with the Dean of Students Accessibility Office.
- Meet with the Dean of the Accessibility Office to review any pertinent campus-wide policies that may relate to the animal.
- Review and sign the Service Dog Registration Form.
- Registrant should submit recent documentation by a specialist in the appropriate field.
- The Student Handler should provide current and appropriate evidence of the Service Dog's immunizations and vaccinations and, when applicable, the animal must wear a rabies vaccination tag. Current immunization and vaccination records should be submitted to the Dean of Students Accessibility Office with this Registration Form and be updated as necessary.
- Student Handlers of Service Dogs in Training should provide documentation that their dog is being trained by a professional trainer.
- The Student Handler should submit a recent portrait style picture of the dog.

### *Guidelines for animal care*

- Service dogs must remain in compliance 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](#)
- Student Handler's should 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.**

- Service Dogs must be housebroken. The Student Handler must remove, or arrange for the removal of, the dog's waste and dispose of all waste in a timely manner. The Student Handler may discuss the appropriate waste disposal method and/or location with residence hall facilities staff.
- The Student Handler must effectively control their dog at all times. The animal cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control their dog or it poses a direct threat to the health or safety of others, the ability 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 dog should be taken on by the Student Handler. Service dogs may not be left alone or be left unattended.
- Service dogs 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 Service Dog does not create persistent odor, noise or disturbance. The Student Handler is responsible at all times for the actions of their animal.
- **When leaving the room/apartment, the Service Dog shall be restrained with a six foot (6') or shorter leash unless the animal is required to perform a task that it could not accomplish while on a leash/lead. Also, a Hamilton identification tag must be prominently displayed on the animal.**
- When leaving the room/apartment, a Service Dog should never be left unattended (e.g. secured to any outside structure waiting for its Student Handler to return, etc.).
- **Student Handlers must adhere to not bringing their dogs in designated areas of the Science Center.**
- 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 dogs is important to ensure a positive residential community.
- **The Student Handler is responsible for instructing others on appropriate interactions with their dog 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, the Student Handler should inform Residential Life staff and Facilities Management of times when their dog will be present in the room.

### ***Additional Agreements***

- The Student Handler is financially responsible for the actions of their Service Dog 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.
- 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 dog or interactions with others become a concern.
- The Student Handler gives permission to the designated College official to contact the dog's veterinarian to request additional medical documentation if needed.
- 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 Service Dog is no longer living in residency.
- The Student Handler must inform the Dean of Students Accessibility Office in a timely manner if the Student Handler is making any room or roommate changes, at which time a new Service Dog Registration Form should 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 a Service Dog to live in College Housing:**

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

**In exchange for the Student Handler having permission to have the listed Service Dog 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 Service Dog, during the time that the animal is on College owned or operated premises.**

**Updates to documentation may be provided as needed or if housing arrangements change during the period covered by this registration. This includes updates to medical or psychiatric documentation and/or submitting updated immunization and vaccination records. Prior violations must be addressed and remedied to the satisfaction of the Dean of Students Accessibility Office before the renewal of a subsequent registration.**

**I have read and voluntarily agree to all of the terms of the Hamilton College Service Dog Registration Form. I understand that if I have questions, concerns, or need assistance that I will contact the Dean of Students Accessibility Office.**

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

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

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

*Adapted from Colgate University's, Clemson University's and Hamilton College's Assistance Animal Agreement*