

HOUSING ACCOMMODATION/ASSISTANCE ANIMAL STUDENT REQUEST FORM**Academic Year 2019 – 2020****THIS FORM IS DUE ON OR BEFORE May 31, 2019**

Worcester State University is dedicated to making its programs, services and activities accessible for students with disabilities. As such, reasonable accommodations are made to provide students with disabilities an equal opportunity to participate in on-campus housing, including the use of an assistance animal. This Housing Accommodation procedure, which represents a collaborative effort between Residence Life and Housing, Student Accessibility Services, Counseling Services and Health Services seeks to provide a student-focused process that allows student to apply for reasonable housing accommodations based on disability status.

Assistance animals are described as therapy, comfort, emotional support or companion animals that are not otherwise qualified as a service animal.

Assistance animals are only allowed in the residence hall the individual is assigned to by Residence Life and Housing. An individual may be asked to remove an assistance animal from University housing if the animal is out of control and poses a direct threat to the health and safety of others, causes substantial physical damage to the property of others, or poses an undue financial and administrative burden to the University. If the assistance animal is required to be removed from University housing, the individual may continue to reside on campus without the animal.

Assistance animals shall be under the control of the individual at all times. When the owner is not present, the assistance animal must be in the owner's bedroom. The University is not responsible for the care or supervision of an assistance animal.

Procedure for Requesting an Assistance Animal on Campus

- Students must be registered with Student Accessibility Services. For those not already registered this includes submitting a completed Intake Form, and scheduling an intake meeting with Student Accessibility Services.
- Students must complete and submit Housing Based Assistance Animal Student Request form.
- Students must have a Licensed Professional complete and submit the Assistance Animal Licensed Professional form.
- Completed applications will be reviewed by the Housing-Based Accommodations Committee.
- The student will receive an e-mail notification from Student Accessibility Services regarding the outcome of the request.
- Student Accessibility Services will contact the student in order to complete an Assistance Animal Agreement.

Housing Accommodation Appeal

If the student believes that the request for housing accommodation/assistance animal has not been met, they may appeal. Appeals must be received in writing by Julie Kazarian, Dean of Students and Chief Student Affairs Officer at jkazarian@worchester.edu within seven working days of the Committee's communication. The Dean of Students and Chief Student Affairs Officer will review the written appeal and all relevant information. The Dean of Students and Chief Student Affairs Officer will notify the student in writing of the University's final decision. The appeal process will be completed within 30 days from the time the appeal is referred to the Dean of Students and Chief Student Affairs Officer. The Dean of Students and Chief Student Affairs Officer decision is final.



Date: _____

WSU ID# _____

Name: _____

WSU Email: _____

Phone: _____

Anticipated Year of Graduation: _____

Licensed Professional(s):

Name

Phone

Name

Phone

ACCOMMODATION REQUEST (Please circle)

- 1. Have you previously requested an assistance animal? Yes No
- 2. Have you previously received approval for an assistance animal? Yes No

Please note: Any assistance animal accommodation you received in the past is not automatically provided from year to year.

Please answer the following questions as specifically and fully as possible.

- 1. If you have NOT previously requested an assistance animal while living on a college campus, please explain how you have managed your symptoms.



2. What type of assistance animal are you requesting?

3. How does your disability affect you? Please explain the connection between your disability and the purpose of the assistance animal. Please be specific.

4. Any additional information that you think would be helpful for the Housing Accommodations Committee.

PERMISSION AND AGREEMENT

Please initial to the right of each statement as an indication of your agreement.

____ I certify that all the information within this application is accurate and complete and does not misrepresent my condition or disability.

____ I grant permission for the staff of Student Accessibility Services to share information about my disability-related needs on a need-to-know basis with members of the Housing-Based Accommodations Committee for the purpose of determining reasonable housing accommodations.

____ I grant permission for a member of the Housing-Based Accommodations Committee to contact my above named licensed professional for clarification of my condition and recommend accommodations.

____ I understand that every request for accommodations is evaluated individually based on the submitted documentation and using the same criteria.

____ I understand that this authorization may be withdrawn by me at any time by submitting a written, signed, and dated request to the Assistant Director of Student Accessibility Services.

____ I understand that I must submit an assistance animal request each semester that I plan to live in University housing.

____ I understand that if I am approved for an assistance animal, I must sign the Assistance Animal Agreement Form.

Signature: _____ Date: _____

If you have any questions or concerns, please contact SAS.

**Please return this form to:
Student Accessibility Services
Worcester State University 486 Chandler Street Worcester, MA 01602-2597
Email: sas@worchester.edu OR Fax: 508/929-8214
Phone: 508/929-8733**

DUE ON OR BEFORE: FRIDAY, May 31, 2019



STUDENT ACCESSIBILITY SERVICES