

**Georgia Institute of Technology Department of Housing
Service and Emotional Support Animal:
Student's Responsibilities and Guidelines Agreement**

The "Student" is defined as the Georgia Institute of Technology Department of Housing resident who has requested the accommodation and has received authorization by the Assistance Animal Review Committee to have an "Approved Animal" in the residence halls.

Section I. Application Process

A. Requests for Service and Emotional Support Animals should be made by:

1. A one-time submission of appropriate documentation to Georgia Institute of Technology the Office of Disability Services.
2. Each new contractual application period the Student must complete the "Accommodation Request due to Disability" step of the online housing application.

A Student approved for an Emotional Support Animal may only have one animal per student. In order to be considered for approval there must be a link between the animal and a documented disability. Emotional distress resulting from having to give up an animal because of a "no pet" policy does not qualify a person for an accommodation under federal law. All animals must be approved and the Department of Housing required documentation must be submitted before the animal can reside in the residence halls.

A request for an Emotional Support Animal requires documentation from a licensed physician, psychiatrist or other mental health professional to be submitted to the Office of Disability Services. This documentation must be submitted during the online application process prior to the semester in which the Student is requesting the Emotional Support Animal. The Assistance Animal Review Committee meets to review online applications for Assistance Animals for Fall in July, for Spring in November, and Summer in April. Online applications received after the review period will be considered on a case-by-case basis as availability permits.

Unapproved Emotional Support Animal(s) or pet(s) other than harmless aquatic fish in aquariums 10 gallons or less found on campus, in or around the residence halls is considered a violation which may result in fines, sanctions, probation, termination, suspension from Georgia Institute of Technology Department of Housing, automatic decline of the Emotional Support Animal application, or any combination of the above.

B. Required documentation for Approved Animals to be submitted to Georgia Institute of Technology Department of Housing prior to move-in

1. Annual proof of Fulton County Animal Licensing for dogs, cats, and ferrets. All other Approved Animals require an annual clean bill of health from a licensed Veterinarian.
2. Certificate of Vaccination and Health for Animal Accommodations.
3. Recent picture of the Assistance Animal.

Section II. Responsibilities and Guidelines

A. Responsibilities

1. The Student is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence hall community or cause difficulties for students who reside there.
2. The Student is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The Student's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, etc. The Student is expected to cover these costs at the time of repair and/or move-out.
3. The Student is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to Georgia Institute of Technology Department of Housing premises that are assessed after the Student and Approved Animal vacate the residence. The Georgia Institute of Technology Department of Housing shall have the right to bill the Student's account for unmet obligations.
4. The Student must notify the Department of Housing in writing if the Approved Animal is no longer needed or is no longer in residence. If a replacement Service or Emotional Support Animal is needed the Student must submit to Housing, the required documentation regarding the new animal to update records and obtain a new Assistance Animal Identification Card.
5. The Student is required to maintain control of the Approved Animal at all times. Care and supervision of the Approved Animal is the responsibility of the Student.
6. The Student must allow the Approved Animal to rid itself of waste in areas designated by the Department of Housing. The Student is also responsible for ensuring the cleanup of the Approved Animal's waste. Waste disposal via Department of Housing plumbing is prohibited in all residence halls and apartments. All waste matter including indoor animal litter and bedding, must be double bagged in a sturdy plastic bags and securely tied up before being disposed of in outside trash dumpsters. Litter boxes and cages should be placed on mats so that waste is not tracked onto carpeted surfaces. (North Avenue Apartments do not have outside dumpsters.)

B. Guidelines

1. The Student's residence may be inspected for fleas, ticks or other pests as needed. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a Georgia Institute of Technology Department of Housing approved pest control service. The Student will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
2. All roommates or suitemates of the Student must sign an agreement allowing the Approved

Animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the Student and Approved Animal, or the non-approving roommates or suitemates, as determined by the Housing Assignments Office, may be moved to a different location.

3. When leaving all Approved Animals must be in appropriate pet carriers or a leash/harness must be used. When exiting the building with the Emotional Support Animal, the Student must leave by the shortest and most direct route. When outside the room or apartment, the Student of an Emotional Support Animal shall carry proof in the form of the designated Georgia Institute of Technology Department of Housing Approved Assistance Animal Identification Card, that the animal is an Approved Animal.
4. Vaccination: In accordance with Fulton County Animal Licensing, and Fulton County ordinances and regulations the Approved Animal must be immunized against diseases common to that type of animal. Dogs, cats, and ferrets must have current vaccination against rabies and wear a current rabies vaccination tag.
5. Health: Approved Animals, other than dogs, cats, and ferrets, to be housed in Georgia Institute of Technology housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the Approved Animal or a veterinarian's statement regarding the Approved Animal's health. The Georgia Institute of Technology Department of Housing has authority to direct that the Approved Animal receive veterinarian attention. (Local Fulton County licensing law apply.)
6. Licensing: The Georgia Institute of Technology Department of Housing reserves the right to request documentation showing that the Approved Animal has been licensed.
7. Approved Animals may NOT be left overnight in Georgia Institute of Technology Department of Housing residence halls to be cared for by another student. Approved Animals must be taken with the Student if they leave campus overnight or for a prolonged period. Should there be a situation or an emergency that will result in the Student being away, the Approved Animal must be removed by the emergency off-site animal caregiver until the Student can return. In the event the emergency off-site animal caregiver cannot be contacted, Georgia Institute of Technology Department of Housing will have the Approved Animal kenneled at the Student's expense. Georgia Institute of Technology Department of Housing assumes no liability and no responsibility for any charges or injury to the Approved Animal. Student(s) living in Department of Housing residence hall CANNOT be the emergency caregiver for the Approved Animal.
8. Georgia Institute of Technology Department of Housing has the ability to relocate the Student and Approved Animal as necessary according to current contractual agreements.
9. The Student agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to the community living standards, that otherwise would prohibit having an Approved Animal, does not constitute an exception to any other community living standards.

10. Any Approved animal that constitutes a nuisance (e.g., barking, unleashed, etc.) or health hazard to other residents or the community as a whole, in the opinion of the Director of Residence Life, will be removed within a reasonable amount of time as determined by the Director of Residence Life. Approved Animals that are determined to be a threat to others' safety must be removed immediately.

Any violation of the above rules may result in immediate removal of the Approved Animal from the Georgia Institute of Technology Department of Housing and may be reviewed through the Residence Life Conduct Process, and the Student will be afforded all rights of due process and appeal as outlined in that process. All liability for the actions of the Approved Animal is the responsibility of the Student; Georgia Institute of Technology Department of Housing is not responsible. Any excessive damage will be billed to the Student's account. Should the Approved Animal be removed from the premises for any reason, the Student is expected to fulfill his/her housing contractual obligations for the remainder of the housing contract for the period in which they are contracted.