



DEPARTMENT OF TESTING & DISABILITY SERVICES

Wyly Tower 318 * Ruston, LA 71272 * (318) 257-4221 * (318) 257-2969 (Fax)

SERVICE/ASSISTANCE ANIMAL CONTACT FORM

THIS FORM MUST BE COMPLETED EACH ACADEMIC YEAR THE ANIMAL IS ON CAMPUS

PROOF OF CURRENT VACINATIONS MUST BE SUBMITTED WITH THIS FORM

Student Name (Animal Owner) _____

Student ID# _____ TECH Email _____ Date: _____

Name of Residence Hall _____ Room or
Or Apartment Building: _____ Apartment # _____

Description of the Service/Assistance Animal: _____

Has the animal been spayed or neutered? _____

I have received a copy of the Service & Emotional Support/Assistance Animal Owner Responsibilities and understand that failure to comply with any of those responsibilities may result in consequences determined by the Judicial Review Board, the Behavioral Standards Committee and/or the removal of the animal and the owner of the animal from campus housing.

Animal Owner Signature _____

ROOMMATE AGREEMENT

I acknowledge that my roommate is allowed to have a service/assistance animal in his/her room.

I understand that I may complete the Service/Assistance Animal Grievance Form and submit it to housing staff if the animal displays disruptive and/or threatening behavior.

I understand that I will not be held responsible for any damages or cleaning costs associated with the animal described above.

ROOMMATE NAME AND SIGNATURE _____

DATE _____

ROOMMATE NAME AND SIGNATURE _____

DATE _____

ROOMMATE NAME AND SIGNATURE _____

DATE _____

Service & Emotional Support/Assistance Animal Owner Responsibilities

The Owner of the Service/Assistance Animal is expected to accept the following responsibilities*:

- Students receiving this accommodation are limited to one (1) animal.
- Students receiving this accommodation must be the owner of the approved animal.
- Owner must comply with applicable local, state, and federal laws concerning the ownership of an animal. City of Ruston animal ordinances may be found at <https://law.resource.org/pub/us/code/city/wa/Ruston,%20WA%20thru%20%2308-13.pdf>
- The Owner, not the university or another student/resident, is responsible for the care and conduct of the animal.
- Animals must be kept clean, healthy and under the control of the owner at all times. This means that all animals are to be on a leash, harness, or within a carrier device at all times when outside of the designated living quarters (the residents assigned room).
- All required immunizations must be up to date and a copy of the immunizations must be on file with Disability Services.
- Animals residing on-campus must be spayed or neutered prior to being brought to campus.
- Animals must wear a collar with appropriate tags (i.e. vaccinations, contact information) at all times.
- Animals must possess friendly and sociable characteristics. Some specific animals can be restricted from the premises by the Director of Residential Life based on any confirmed or territorial behavior.
- Animals must not pose a direct threat to the safety of others.
- The owner is responsible for prompt clean up and disposal of the animal's waste.
- The animals waste must be taken to an appropriate residence hall or apartment dumpster.
- No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets). Outside dumpsters should be used.
- Animals must sleep in the owner's room or apartment. Louisiana Tech University can inspect the residence on a regular basis to determine if there is infestation or other damages to the property.
- Animals must not be disruptive to other students including:
 - Excessive Noise.
 - Other behaviors that may be disruptive (including digging, howling, whining, etc.).
- Louisiana Tech University is not responsible for an animal during a fire alarm, fire drill, or natural disaster/building emergency.
- An animal cannot be left alone for more than 12 hours. The owner is responsible for finding appropriate accommodations for the animal when they will be leaving for a period of more than 12 hours.
- The owner is responsible for any bodily injury or damage caused by the animal to any individual, and is also responsible for the subsequent charges.
- The owner must notify the Residence Life Office and the Disability Services Coordinator, in writing, when the animal is no longer needed in the residence.
- If the owner is seeking to replace an animal with another, the student must file a new request and documentation with the Department of Residential Life.
- Approvals are only good for the academic year in which the approval is made. A new request must be filed prior to the beginning of each subsequent academic year.
- It is the owner's responsibility to keep a dog or cat on flea and tick control. The owner will be responsible for the cost of eliminating any pest infestation as a result of the animal. The university will contract an appropriate pest control company and bill the student directly if there is a problem.
- When a student and/or animal vacate the apartment at the end of their contract period, the university will inspect and clean the unit. The owner will be billed appropriate cleaning charges.

***Failure to comply with any of the above policies may result in consequences determined by the Judicial Review Board, the Behavioral Standards Committee and/or the removal of the animal and the owner of the animal.**