



## DEPARTMENT OF TESTING & DISABILITY SERVICES

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

### SERVICE/ASSISTANCE ANIMAL REGISTRATION FORM

**THIS FORM MUST BE COMPLETED EACH ACADEMIC YEAR THE ANIMAL IS ON CAMPUS  
PROOF OF CURRENT VACCINATIONS MUST BE SUBMITTED WITH THIS FORM**

Student Name (Animal Owner): \_\_\_\_\_

Student ID# \_\_\_\_\_ TECH Email: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Hall/Apartment Building: \_\_\_\_\_ Room/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. Please print and sign this form in ink.

Animal Owner Signature \_\_\_\_\_

### ROOMMATE AGREEMENT

All roommates/suitemates must email Disability Services of their approval to live with a service/assistance animal. If your roommates/suitemates change throughout the year, a new approval email must be sent.

Roommates/suitemates must:

- Email [tds@latech.edu](mailto:tds@latech.edu) from their TECH email
- State their name and your name
- State that they agree to live with the animal

Roommates/Suitemates may complete the Service/Assistance Animal Grievance Form and submit it to housing staff if the animal displays disruptive and/or threatening behavior. Roommates/Suitemates will not be held responsible for any damages or cleaning costs associated with the animal described above.

**Submission of this form or any other required documentation does not indicate approval of your application. Once applications are reviewed, students will be contacted via their Tech email.**

**Allowing an assistance animal to stay in on-campus housing prior to acquiring permission from Louisiana Tech University may result in fines and/or the loss of privileges related to having an emotional support animal in the future.**

## **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.**

**Assistance animals are approved for the student's on-campus residence only and are NOT allowed in other buildings on Louisiana Tech University campus.**