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**Therapy and Assistance Animals in University Accommodation**

The University is committed to supporting students living in University owned or managed accommodation to manage their wellbeing, and recognises the need for some students to bring with them an animal that provides physical assistance and or emotional support.

In order to satisfy the requirements of the student needing the animal alongside those of the other students living within the same residence, the express approval of the Head of Campus and Residential Services must have been received prior to the animal being brought to the accommodation site.

Students must also confirm that they will abide by the responsibilities outlined in Appendix 1

For the purposes of this protocol, the following definitions apply

1. **Assistance Animal** – an animal that is trained to do work or perform tasks that relate directly to an individual’s disability. Service animals are working animals, not pets
2. **Therapy Animal** – also known as an emotional support animal, is an animal that provides emotional support or passive comfort that alleviates one or more of the identified symptoms or effects of a disability.
3. **Pet** – an animal that is kept for ordinary use and companionship. Such animals are not covered by this protocol and students are not allowed to keep pets in University accommodation.

Students must complete the request form (Appendix 2) and return it to the Head of Campus and Residential Services no later than 28 working days before the animal is required in the accommodation.

All requests will be processed within 10 working days of receipt.

If the request is approved, then the University will contact all students allocated to that property to inform them that a student in their house/flat has been given permission to have either an Assistance Animal or a Therapy Animal for medical reasons. (Appendix 3)

No personal information will be shared.

The other students then have the option to

* Agree that they are happy living alongside the animal
* Ask for further information
* Ask to be allocated to an alternative room

If valid concerns are raised by another student, the Head of Campus and Residential Services reserves the right to offer the student with the animal alternative accommodation.

**Appendix 1**

**Therapy and Assistance Animals in University Accommodation**

**Student Responsibilities**

Any student with a Therapy or Assistance Animal is expected to ensure that:

* The animal is under their control at all times
* Assistance animals have been properly trained
* All relevant vaccinations are up to date
* The animal wears a collar, lead and visible identification (where applicable)
* The animal does not cause any disruption for other students
* All aspects of the animal’s care including feeding, exercise, health, cleaning of animal and associated equipment is undertaken appropriately
* Cleaning up after the animal including the sanitary disposal of waste is undertaken in a timely manner
* All therapy animals are kept in the student’s bedroom as all times except when being transported outside. Therapy animals are not permitted to be in communal areas.
* Any approved animal is not left overnight in University accommodation to be cared for by another student.
* Animals are taken with the student if they leave the accommodation for a prolonged period.

The student is responsible for the actions of the animal, including any financial implications that this may have (e.g. payment for damage caused)

If the animal is not under the student’s direct control or is disturbing or disrupting other students, then the student will be given an opportunity to address this. If the problems persist, then the student may be asked to remove the animal.

In the event that the behaviour of the animal is such that there is an imminent risk to people or property, then the student may be asked to remove the animal immediately.

Should a Therapy animal be removed from the accommodation for any reason, the student will be given the right to remain in their room without the animal

Permission to have a therapy animal in accommodation, does not provide any rights for the animal to be taken to other areas of the University.



**Appendix 2**

|  |  |
| --- | --- |
| Surname |  |
| First Name |  |
| Student ID number |  |
| Contact telephone number |  |
| Email address |  |
| Is the animal an assistance animal or a therapy animal? |  |
| Type of animal |  |
| Please outline the reasons why it is essential for the animal to live with you in University accommodation |
| Please attach details of supporting evidence from a GP or other health specialist | Attached |
| Please attach evidence of any vaccinations that the animal has been given | Attached |

I have read and understood the protocol regarding Therapy and Assistance animals living in University accommodation and agree to abide by the responsibilities outlined in the document.

I agree to provide additional information as required by the University.

Signed: Date:



**Appendix 3**

**Therapy or Assistance animal in University Accommodation**

A student who is / will be living in the same house/flat as you has been has been given permission to keep an animal in their room for medical reasons.

Type of animal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The attached protocol outlines the responsibilities of the student concerned.

Please confirm your acceptance or otherwise of this arrangement by ticking one of the statements below:

|  |  |  |
| --- | --- | --- |
| 1 | I confirm that I have seen the protocol that the student has to follow and I am happy to live in the house/flat |  |
| 2 | I confirm that I have seen the protocol that the student has to follow and I would like to discuss some concerns with the Accommodation Team |  |
| 3 | I confirm that I have seen the protocol that the student has to follow and I would prefer not to share a house with an animal. I understand that this could mean that I will be offered alternative University accommodation |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_