



HOWARD COLLEGE

Big Spring (432) 264-5000 • Lamesa (806) 872-2223 • San Angelo (325) 481-8300 • SWCD (432) 264-3700

Assistance Animal Registration Form

Howard College provides reasonable accommodations for Assistance Animals (also called emotional support, therapy or comfort animal) in our residence halls. An Assistance Animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship between the Handler and the Assistance Animal.

Individuals who wish to have an Assistance Animal in their on-campus residence hall room should complete this form a minimum of **15 business days** prior to the start of the date in which the Assistance Animal is due to arrive on campus and provide required documentation where indicated. This form should also be completed when there are any changes to information regarding a previously approved Assistance Animal. **Failure to complete this form in the required time frame will result in the handler providing alternative temporary housing for the animal until proper paperwork is completed at their own expense. Any student found harboring (giving food, shelter or water) an unapproved animal will be fined \$200 per violation even if the approval is granted at a later date. Any questions should be directed to the campus ADA coordinator.**

Full Name		Student ID		Date
HC Email Address	Phone Number		Residence Hall	Room Number

Important: The student listed above is seeking a disability-related service and special housing accommodation at Howard College. In order to establish eligibility to have an Assistance Animal in the residence halls the student must provide current and comprehensive documentation of a disability that establishes the need for the request to be approved.

- An Assistance Animal is an animal that is necessary to afford a person an accommodation for their mental, psychiatric, or emotional disorder.
- Only animals classified as Assistance Animals and/or Service Animals, as defined by the Americans with Disabilities Act as Amended, the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, are allowed to live on-campus.
- Requests for animals on campus and exemptions from non-pet rules will be decided on a case-by-case basis.
- Animals are required to be immunized against diseases common to that type of animal. The college has the authority to direct that animals receive veterinary attention.
- The animal must be on a leash, unless the leash would inhibit the animal’s ability to be of service.
- No animal will be permitted in the residence halls that:
 - is not approved by the Office of the campus ADA coordinator and the Office of Student Services
 - poses a direct threat to the health and safety of others
 - would cause substantial physical damage to property of the college & other residents
 - would pose an undue financial and administrative burden to the college
 - would fundamentally alter the nature of the college’s housing operations.
- Acceptable documentation must be received and approved by the Office of the campus ADA coordinator and the Office of Student Services prior to the Assistance Animal being accepted for Student Housing.
- Howard College reserves the right to request additional clarification or documentation to facilitate the requested accommodation.
- Student must have an established relationship with the animal



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Please acknowledge and initial steps 1 through 5 as you complete each requirement:

_____ **Step 1:** Please attach a letter explaining your need for the Assistance animal, the type of animal, a description of the animal, the animal’s name, and whether the animal is housebroken. Please include a photo of the animal.

_____ **Step 2:** Please attach a signed letter, on professional letterhead, from your physical or mental healthcare provider or licensed therapist or other qualified professional that includes, at a minimum, the nature of your disability, the provider’s opinion that the condition affects a major life activity, how the animal is necessary to provide the impaired student access to the college’s housing setting, and the relationship between the disability and the assistance the animal provides. The letter must include a handwritten, NOT stamped or photo copied, signature.

_____ **Step 3:** Please attach verification of health records from a veterinarian outlining current health status of the animal that indicates the animal is spayed or neutered, the animal is healthy and free from any signs of infectious or contagious diseases, parasites, etc., and attach all records of vaccinations including, but not limited to, rabies.

Type of Vaccination	Location (specify clinic)	Date of Vaccination

_____ **Step 4:** Ensure that you have met all requirements under the City of Big Spring local ordinances to include registration of the animal, ID tags, vaccinations, etc.

_____ **Step 5:** Sign and acknowledge the Howard College Student Housing Service/Assistance policy. A signed copy must remain on file. Howard College reserves the right to amend this policy as circumstances require with notice posted for the residents.

NOTE: This request will NOT be approved until documentation has been received and reviewed by the Office of the campus ADA coordinator and the Office of Student Services. Acceptable documentation must be received and approved by the Office of the campus ADA Coordinator and the office of Student Services prior to the Assistance Animal being accepted for Student Housing. Any student found harboring (giving food, shelter or water) an unapproved animal will be fined \$200 per violation even if the approval is granted at a later time. Once this form is completed, along with required documentation, please return to:

Howard College Big Spring –
ADA Campus Coordinator
1001 Birdwell Ln
Big Spring, TX 79720

SWCID Campus -
ADA Campus Coordinator
3200 Avenue C
Big Spring, TX 7920



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Disclosure:

I, _____, have read and understand the above information and conditions and understand submission of this documentation does not guarantee me the requested accommodations. Final determination of the appropriate accommodation is at the discretion of the campus ADA Coordinator and the Office of Student Services upon review of said information.

Student Signature: _____

Today's Date: / /

----- FOR OFFICE USE ONLY -----

Request for accommodation must be reviewed and approved. Verify that all documentation has been reviewed, is acceptable, and is approved. Have all conditions been met for documentation request for the following:

Request for accommodation is:

APPROVED

Step 1: Yes No

Step 2: Yes No

Step 3: Yes No

Step 4: Yes No

Step 5: Yes No

DENIED-REASON: _____

Accommodation request reviewed by: _____

Reviewer signature: _____ Date: _____



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Howard College Approved Animal Policy

The Owner agrees to abide by all other Howard College policies, including Housing policies. Any violation of this policy may result in the immediate removal of the Approved Animal from the college. The Coordinator of Residence Education and/or the Dean of Students may review reported violations.

Please read carefully every statement below and put your initials after every statement so we know you have read the content. A professional staff member will go over this document with the student. From this point on "Animal" refers to an "Approved Animal."

- Only Animals that have been approved by the Campus ADA Coordinator and by the Dean of Students are allowed on the college property, with the exception of Service Animals. _____
- The Animal must be on a leash at all times when outside of the Handler's room. _____
- The Handler is responsible for ensuring the cleanup of the Animal's waste (e.g. urine, excrement, fur, cage shavings, etc.) in an approved recreational area. _____
- Animals, their crates, litter boxes and other related materials may not be cleaned in the residence hall/apartment bathrooms or public facilities on the College campus. _____
- The Animal must be contained within the Handler's room at all times, except as required for transportation off-campus or to eliminate waste. _____
- Animal waste MUST be picked up and discarded in the appropriate trash receptacle/dumpster. _____
- Recreational activities with the animal can only occur within designated recreational spaces while remaining on a leash and under the Handler's control. _____
- When transporting the animal outside of the Residence Hall, the Handler of the animal shall carry their approved Accommodation letter documenting that the animal is an approved animal. _____
- The Handler must cage/crate the animal when Howard College Staff needs to enter the room (for maintenance, health & safety checks, etc.) _____
- Housing and Student Service staff can ask for proof of approval documentation at any time. _____
- The Animal cannot be left in a room that is not the Handlers and cannot be in the educational/academic areas of campus. _____
- The Animal is only allowed in the Handler's room while temporarily away. When caged/crated the Animal must be in the bedroom of the Handler, not the common areas (living room, kitchen, bathroom.) _____
- The Animal is not allowed in any of the public areas inside the building/complex. _____

Housing/Student Service Staff Signature: _____ Date: _____

Student Printed Name: _____ Date: _____

Student Signature: _____ Date: _____

Student ID: _____