



Emotional Support Animal (ESA) Procedures

An “**Emotional Support Animal**” (**ESA**) is an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person’s Disability. Cowley College has designated the Student Accessibility Coordinator to determine whether a request for an accommodation due to a disability is reasonable and necessary. An individual may request to keep an **Emotional Support Animal (ESA)** as an accommodation in the dwelling (room) only, if the criterion set forth in this procedure and accompanying agreement is met. **Emotional Support Animals (ESA’s)** are only allowed within the residence halls. The student must register with the Student Accessibility Coordinator and provide supporting documentation of disability to support the need for this accommodation. Documentation must include a signed Request for Information Form from a licensed Physician, Psychologist, Psychiatrist, or Social Worker (LSCSW) that states:

1. The nature of the disabling condition or impairment that substantially limits one or more major life activities; and
2. The animal is necessary to afford the individual an equal opportunity to use student housing; and
3. The identifiable support that the animal provides alleviates a least one of the identified symptoms or effects of the disability.

An ESA will not be permitted in the residence hall that:

1. Poses a direct threat to the health and safety of others;
2. Causes substantial physical damage to the property or others;
3. Poses an undue financial or administrative burden for Cowley College; or
4. Fundamentally alters the nature of housing operations.

Student will not be required to pay a deposit for their **Emotional Support Animal (ESA)**, but they will be required to reimburse Cowley College for any damage their **Emotional Support Animal (ESA)** may cause beyond normal wear and tear. Students will adhere to the **Emotional Support Animal (ESA)** Guidelines and Agreement. This agreement will be reviewed and signed by the student after the accommodation has been approved and prior to the support animal entering student housing.