

# Service Animal in Residence Procedure

Students who have a documented disability and require a Service Animal as an accommodation may request to house the animal with them in Residence. Prior to bringing a Service Animal on The University of Winnipeg property, the student (who is the handler) must collect and submit the required documentation to Accessibility Services. Students should read and understand the Service Animals on Campus Policy and Procedures.

The documents can be found here:

[uwinnipeg.ca/policies/docs/policies/service-animals-policy.pdf](http://uwinnipeg.ca/policies/docs/policies/service-animals-policy.pdf)

[uwinnipeg.ca/policies/docs/procedures/service-animals-on-campus-procedures.pdf](http://uwinnipeg.ca/policies/docs/procedures/service-animals-on-campus-procedures.pdf)

Please contact Accessibility Services at 204-786-9771

## You will need to submit the following to

1. A completed **Service Animal in Residence** application form (see reverse) and a **medical documentation form for your medical assessor to complete. If possible, meet with Accessibility Services prior to meeting with your medical assessor regarding appropriate accommodations and documentation.**
2. Documentation must be dated and include the medical assessor's credentials, contact information, and signature. The medical assessor must provide a detailed explanation of the need for the Service Animal as it relates specifically to the individual's disability, and indicate the specific task the Service Animal performs for the handler.
3. Documentation from a recognized organization certifying that the animal is trained as a Service Animal to provide assistance for a particular disability. If no such documentation is available, describe in detail the training that the animal has received.
4. **Additional Tenant Insurance that covers the Service Animal in the residence building (as the standard Tenant Insurance provided by Campus Living does not include this)**
5. **Completed Campus Living "Service Animal in Residence" application form (see reverse)**
6. **As the animal been individually trained to provide assistance to a person with a disability that relates to the person's disability?**

After all required documentation is received by Accessibility Services, a formal review will take place and the handler will be notified of the decision.

# Service Animal in Residence Request Form

## Student Information

Student Name: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Student Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

Type of Animal (please include details): \_\_\_\_\_

Which of the following best describes the service animal? \_\_\_\_\_

## Service Animal Information

Describe the animal's behavior and how it serves you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the specific tasks the animal performs for you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the animal's behavior and how it serves you (if applicable, describe the animal's training): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How is the Service Animal identified? (Vest, harness, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Service Animal in Residence Request Form

## Service Animal Agreement

The Residence and Disability Services Office, I agree to abide by the policies and procedures outlined in the Campus Living Contract and the University of Wisconsin–Madison Service Animal Policy and Procedures while living in residence.

I agree that while living in residence, my animal will meet the following requirements:

- Service animal is being a healthy.
- Service animal is a valid disability aid.
- Service animal is able to behave in a socially appropriate manner.
- All residence contracts, all policies, and all procedures for service animals are reviewed and approved by the University of Wisconsin–Madison Campus Living Staff and the campus disability services office.
- All service animals need to be able to be basic obedience and recall.