



Service / Emotional Support Animal Student (Owner) Responsibilities

- Every academic year the student (owner) must renew their Service or Emotional Support Animal accommodation request.
- The student (owner) is responsible for the approved animal during a fire alarm, fire drill, or other building emergencies and /or natural disasters.
- In the case of an emergency, the University is not responsible for evacuating the animal. The student (owner) must have on file the name and contact information of an individual who could come to campus to remove the animal if needed within a reasonable amount of time. **This person must be identified during the approval process.**
- The student (owner) is financially responsible for the actions of the approved animal including bodily injury or property damage. The student (owner)'s responsibility covers, but is not limited to, replacement of furniture, carpet, windows, wall covering, etc. The student (owner) is expected to cover these costs at the time of repair and/or move-out. **The University shall reserve the right to bill the student *qy pgt +u ceeqwpv hqt wpo gv qdri c v l qpu** Final restitution costs will vary depending upon the original condition of the residence and other factors.
- All roommates or suite mates of the student (owner) must sign a Roommate/Suite mate Acknowledgment Form allowing the approved animal to be in the residence with them. In the event that one or more roommates or suite mates do not approve, either the student (owner) and animal or the non-approving roommates or suite mates, as determined by the Office of Residence Education policy, may be moved to a different location.
- The student (owner) must notify the Office of Disability Services in writing if the approved animal is no longer needed or is no longer in residence. To replace an approved animal, the student (owner) must file a new accommodation request.
- The student (owner) is responsible for independently removing the approved animal's waste. Waste must be disposed in a sealed bag in designated areas. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside designated areas. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. Outdoor solid animal waste must be picked up immediately and disposed of in a sealed plastic bag.
- The student (owner) is responsible for complying with local and state licensing laws for animal rights and student (owner) responsibilities. Approved animals must have an annual vaccination certificate and a statement regarding a clean bill of health from a licensed veterinarian on file with the Office of Disability Services. Dogs must have current vaccination against rabies and wear a vaccination tag.
- The student (owner) agrees to continue to abide by all other University policies. Any violation of the rules may result in immediate removal of the animal from the University and may be reviewed through the Student Conduct Process and the student (owner) will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the University premises for any reason, the student (owner) is expected to fulfill housing obligations for the remainder of the housing contract.
- Xavier University of LA reserves the right to request documentation showing that the animal has been licensed if applicable.
- All applicants should contact the **Louisiana SPCA Animal Control Office @ (504) 368-5191** to ensure compliance with local ordinances.

Signature: _____ **Date:** _____

My signature denotes that I have read, understand, and agree to my responsibilities as a service/emotional support animal owner. I understand that my accommodation can be suspended and/or revoked if I fail in my responsibilities.

City of New Orleans Code of Ordinances (<https://www.la-sPCA.org/file/ordinances.pdf>)

Sec. 18-168. – Dogs and cats