



Service and Assistance Animal Policy

Trinity Christian College (TCC) is committed to full compliance with the Americans With Disabilities Act (ADA and ADAAA) and Section 504 of the Rehabilitation Act. Trinity Christian College acknowledges the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Assistance Animals” (sometimes called emotional support animals) under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. TCC intends to provide reasonable accommodations to students with documented disabilities for whom service or assistance animals are a verifiable necessity. Service and assistance animals are not pets and require any individual who intends to have such an animal on campus to have a valid accommodation plan in place.

Accommodation plans require supplemental documentation that should include a statement of diagnosis and a recommended accommodation of a service and/or assistance animal. This documentation must come from a licensed health care provider with no relation to the student.

Service and Assistance Animal accommodation plans require preparation and are best implemented before the start of a new semester. Students wishing to make such a request should do so in a timely manner that allows for a thorough accommodation plan to be developed. All requests for accommodations (academic, housing, dining, etc.) should be directed to the Director of Accessibility and Accommodations (OAA). The Director of OAA will work with the student to receive and review documentation in support of an accommodation plan. At the conclusion of the documentation review and disability verification, the Director of OAA will partner with the Residence Life team and/or designated representative if there is a recommendation for reasonable accommodation(s) outside of academics. At that point, the Residence Life team and/or designated representative will work with the student and the Director of OAA to develop and coordinate the student’s accommodation plan details.

Note: These accommodation plans will be reviewed annually and require submission of appropriate documentation. These expectations will be communicated by the Director of OAA annually.

Reasonable Accommodation: a reasonable accommodation is a necessary change, exception, or adjustment to a policy or practice in order to provide equal access to Trinity Christian College programs and facilities for an individual with a qualified disability.

Non-Retaliation: Trinity Christian College will not retaliate against any person because that individual has requested or received a reasonable accommodation in College housing, including a request for an Assistance Animal. Any student who feels discriminated against on grounds of their disability may file a grievance through the College’s grievance procedure.

Service Animal: a dog individually trained to perform work or tasks for the benefit of an individual with a disability. The service animal learns to recognize and respond to the person's environment and actions. Service Animals are considered a campus accommodation.

General Guidelines for Service Animals at Trinity Christian College:

- Areas Allowed:** Service animals are allowed to accompany people with disabilities in all areas where members of the public are allowed to go. Service Animals may be excluded from a facility, including a classroom, if the animal poses a direct threat to the health or safety of others or if the animal's behavior is disruptive to the other participants in that facility. If a service animal is excluded from a facility, the individual with the disability will be given the option of other assistance within the facility.
Student Initials _____
- Compliance with City Ordinances/Laws.** The student must abide by current city ordinances/laws pertaining to licensing and vaccination requirements of animals. It is the student's responsibility to know about and comply with these ordinances and/or laws, some of which are noted below.
Student Initials _____
- Immunization.** Proof of immunization is required. Dogs that are service animals cannot be moved into the residence hall until they have received at least the initial rabies vaccine no less than 28 days prior to the date of occupancy. Students must complete the series of rabies vaccinations for young or adult animals that were previously unvaccinated, and documentation that the complete series has been administered is mandatory. Annual boosters are required thereafter. Dogs without all immunizations are not eligible to live in TCC-owned residence halls. Current rabies vaccination tags must be attached to a collar or harness worn by the assistance animal.
Student Initials _____
- License or Documentation.** A dog must be licensed or certified as a service animal and must be individually trained to do work or perform tasks for a student with a disability.
Student Initials _____
- Control.** A service animal shall be under the full control of the student at all times. A support animal shall have a harness or leash outside the individual's dormitory. The care and supervision of the service animal is the responsibility of the student.
Student Initials _____
- Training.** Service animals must be housebroken before moving into campus housing.
Student Initials _____
- Hygiene and Cleanliness.** Service animals must be clean. Regular grooming and baths should be utilized to keep animal odor to a minimum. Adequate flea prevention and control must be

maintained. If a support animal's odor is offensive to other individuals, the student will be directed to groom and bathe the support animal prior to returning to the facility..

Student Initials _____

- Cleanup Rule.** Students with service animals must clean up after their animals and properly dispose of the animal's waste in a safe and sanitary manner.

Student Initials _____

- Expenses and Care.** The cost of care, arrangements, and responsibilities for the service animal's well-being is the student's sole responsibility at all times. The animal cannot be left in the care of other residents while the resident is away unless the situation is unforeseen or deemed an emergency.

Student Initials _____

- Health.** Service animals to be housed in TCC-owned housing must have an annual clean bill of health from a licensed veterinarian.

Student Initials _____

- Damages.** Students with service animals are financially responsible for actions of the service animal, including bodily injury, property damage, cleaning and/or replacement of furniture, carpet, blinds, and any other damages that may arise.

Student Initials _____

- Disruption & Hazard.** Support animals must not engage in unacceptable or disorderly behavior that disrupts other participants within the program or facility. If an animal does engage in unacceptable behavior, or if the animal poses a direct threat to the health or safety of others, the student is expected to use proper training techniques to correct the behavior. TCC may bar the animal from the facility until significant steps (such as additional training for the animal and student) are taken to mitigate the behavior.

Student Initials _____

- Roommates/Other Residents.** Students with service animals should be sensitive to other resident's possible disabilities and medical conditions, including allergies, and to those who fear animals. If there is a problem of conflicting housing assignments between the student with a support animal and another student with disabilities whose disabilities are exacerbated by the presence of a dog, Residence Life will take appropriate action (which may include moving one or more residents to resolve the conflict). The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations for such interactions.

Student Initials _____

- Consent to Disclose.** Student consents to the Area Director and Director of Accessibility and Accommodations disclosing information regarding the request for the presence of the service animal to those who may be impacted by its presence, including but not limited to roommates, potential roommates, and TCC staff with a need to know. Notification will be limited to information related to the animal and ***shall not*** include information related to the student's disability.

Student Initials _____

- Change of Situation.** A student residing with a service animal must notify Residence Life and the Director of Accessibility and Accommodations if the assistance animal is no longer living with the student in the housing assignment.
Student Initials _____

- Breaks:** The student will be responsible for caring for the animal off campus during breaks when the student is not present/anytime when the student-owner leaves campus overnight.
Student Initials _____

- Chemicals and Supplies for Maintenance.** TCC may periodically use pesticides, pest control devices, deicing materials, cleaning supplies, and other materials to maintain and operate TCC. TCC is not responsible for any harm caused by such materials to animals on campus.
Student Initials _____

- Emergency Care.** TCC personnel are not required to provide care or food for any assistance animal, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm, storms, or other catastrophic incidents. In no circumstance will TCC personnel be held responsible for the care, damage to, or loss of the animal.
Student Initials _____

- Animal Neglect.** If any animal neglect is suspected, TCC will contact the student and the Palos Heights Police Department. The student is solely responsible for the health and safety of the animal. The animal should not be left alone in the unit for unreasonably long periods. TCC, in its sole discretion, can determine what is an unreasonable amount of time for the animal to be left alone based on the age and type of animal.
Student Initials _____

- Animals Control Guidelines and Assistance Animal Policy.** The student has reviewed and agrees to abide by all terms of TCC Service & Assistance Animal Policy.

I have read and agree to all of the terms of the Service and Assistance Animal Policy. Any violation of this agreement may result in the exclusion of the assistance animal from campus property at the student's expense. I understand that if I have questions, concerns, or need assistance, I will contact the Director of Accessibility and Accommodations or the Area Director.

Student Signature

Date

Parent Signature (for students under the age of 19)

Date

Area Director

Date

Assistance Animal: an animal that provides emotional support, well-being or companionship that alleviates one or more symptoms of an individual with a disability. Assistance animals are also known as “emotional support” animals.

In the Guidelines for Assistance Animals at Trinity Christian College, the students agree as follows:

- Compliance with City Ordinances/Laws.** The student must abide by current city ordinances/laws pertaining to licensing and vaccination requirements of animals. It is the student's responsibility to know about and comply with these ordinances and/or laws, some of which are noted below.
Student Initials _____
- Immunization.** Proof of immunization is required. Dogs, cats, and ferrets that are assistance animals cannot be moved into the residence hall until they have received at least the initial rabies vaccine no less than 28 days prior to the date of occupancy. Students must complete the series of rabies vaccinations for young or adult animals that were previously unvaccinated, and documentation that the complete series has been administered is mandatory. Annual boosters are required thereafter. Animals without all immunizations are not eligible to live in TCC-owned residence halls. Current rabies vaccination tags must be attached to a collar or harness worn by the assistance animal.
Student Initials _____
- License or Documentation.** A assistance animal does not have to be licensed or certified as a service animal. However, TCC may appropriately ask the student to provide documentation a) a letter from a current licensed clinician detailing how the assistance animal provides support as part of the individual’s disability, and b) the length the assistance animal has supported the student.
Student Initials _____
- Control.** An assistance animal shall be under the full control of the student at all times. An assistance animal shall have a harness or leash outside the individual’s dormitory. The care and supervision of the assistance animal is the responsibility of the student.
Student Initials _____
- Training.** Assistance animals must be housebroken before moving into campus housing. TCC may ask a student to remove an assistance animal from the premises if the animal is not housebroken or if the student fails to clean the designated cage or litter box so that the cleanliness of the room is not maintained.
Student Initials _____
- Hygiene and Cleanliness.** Assistance animals must be clean. Regular grooming and baths should be utilized to keep animal odor to a minimum. Adequate flea prevention and control must be maintained. If an assistance animal’s odor is offensive to other individuals, the student will be directed to groom and bathe the assistance animal prior to returning to the facility. Repeated occurrences may result in the assistance animal being temporarily barred from the facility until steps are taken to comply with the rules regarding cleanliness.
Student Initials _____

- Cleanup Rule.** Students with assistance animals must clean up after their animals and properly dispose of the animal's waste in a safe and sanitary manner.
Student Initials _____
- Expenses and Care.** The cost of care, arrangements, and responsibilities for the assistance animal's well-being are the student's sole responsibility at all times. The animal cannot be left in the care of other residents while the resident is away unless the situation is unforeseen or deemed an emergency.
Student Initials _____
- Health.** Assistance animals to be housed in TCC-owned housing must have an annual clean bill of health from a licensed veterinarian.
Student Initials _____
- Damages.** Students with assistance animals are financially responsible for actions of the assistance animal, including bodily injury, property damage, cleaning and/or replacement of furniture, carpet, blinds, and any other damages that may arise.
Student Initials _____
- Disruption.** Assistance animals must not engage in unacceptable or disorderly behavior that is disruptive to other participants within the program or facility. If an animal does engage in unacceptable behavior, the student is expected to use proper training techniques to correct the behavior. TCC may ask the student to remove an assistance animal from the premises if the animal is out of control and/or disruptive and the student does not take effective action to control it. TCC may bar the animal from the facility until significant steps (such as additional training for the animal and student) are taken to mitigate the behavior.
Student Initials _____
- Hazard.** The assistance animal cannot pose a direct threat to the health or safety of other and may be excluded from where the presence of the animal fundamentally alters the nature of the program or activity or presents a health or safety hazard. If the animal is deemed to pose a physical threat to others, actions may be taken to remove the animal from TCC property immediately.
Student Initials _____
- Roommates/Other Residents.** Students with assistance animals should be sensitive to other resident's possible disabilities and medical conditions, including allergies, and to those who fear animals. If there is a problem of conflicting housing assignments between the student with an assistance animal and another student with disabilities whose disabilities are exacerbated by the presence of an animal, Residence Life will take appropriate action (which may include moving one or more residents to resolve the conflict). The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations for such interactions.
Student Initials _____
- Areas Allowed:** Assistance Animals are permissible in assigned residence hall rooms. An assistance animal is permitted from the suite to the hall's front door only if leashed or crated. Animals are allowed on campus grounds only if leashed or crated outdoors. Animals are not permitted in any campus-organized activities, including outdoor activities.

Student Initials _____

- Consent to Disclose.** Student consents to the Area Director and Director of Accessibility and Accommodations disclosing information regarding the request for the presence of the assistance animal to those who may be impacted by its presence, including but not limited to roommates, potential roommates, and TCC staff, and M&M cleaning services with a need to know. Notification will be limited to information related to the animal and ***shall not*** include information related to the student's disability.

Student Initials _____

- Change of Situation.** A Student residing with an assistance animal is to notify Housing Assignments if the assistance animal is no longer living with the student in the housing assignment.

Student Initials _____

- Breaks:** The student will be responsible for caring for the animal off campus during breaks when the student is not present/anytime when the student-owner leaves campus overnight.

Student Initials _____

- Room Maintenance.** If students with assistance animals request maintenance for their rooms, they will be allowed to coordinate with TCC maintenance to confirm a time during which the maintenance can be completed while the student is present in the residence.

Student Initials _____

- Chemicals and Supplies for Maintenance.** TCC may periodically use pesticides, pest control devices, deicing materials, cleaning supplies, and other materials to maintain and operate TCC. TCC is not responsible for any harm caused by such materials to animals on campus.

Student Initials _____

- Emergency Care.** TCC personnel are not required to provide care or food for any assistance animal, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm, storms, or other catastrophic incidents. In no circumstance will TCC personnel be held responsible for the care, damage to, or loss of the animal.

Student Initials _____

- Animal Neglect.** If any animal neglect is suspected, TCC will contact the student and the Palos Heights Police Department. The student is solely responsible for the health and safety of the animal. The animal should not be left alone in the unit for unreasonably long periods of time. TCC, in its sole discretion, can make a determination on what is an unreasonable amount of time for the animal to be left alone based on the age and type of animal.

Student Initials _____

- Contain.** When the student is not present in the residence (i.e., in class), the animal must be crated or otherwise contained within the unit and remain in the assigned residential space. The student agrees that the animal will be contained in the room by the following means while the student is in class.

Student Initials _____

- Animals Control Guidelines and Assistance Animal Policy.** The student has reviewed and agrees to abide by all terms of TCC Assistance Animal Policy.

I have read and agree to all of the terms of the Service and Assistance Animal Policy. Any violation of this agreement may result in the exclusion of the assistance animal from campus property at the student's expense. I understand that if I have questions, concerns, or need assistance, I will contact the Director of Accessibility and Accommodations or the Area Director.

Student Signature

Date

Parent Signature (for students under the age of 19)

Date

Area Director

Date

Emergency Contact Information

In the event of an emergency in which I, the Handler, am unable to care for or my service animal must be removed the contact person stated below will be responsible for the care of my service animal. (All information is required to be completed – Please print.): By signing this agreement, I agree to pick-up and care for the service animal within 48 hours, until the owner is able to resume care.

Off-Campus Contact

Name:

Relationship to Owner:

Phone:

Email: _____ Student Signature: _____

This emergency contact information will be shared with:

- Housing and Residence Life
- Campus Safety
- Student Health Center

After this page is received by the Office of Accessibility and Accommodations, our staff will reach out to the individuals listed to verify their contact information. In the event contact information for these individual's changes, please be sure to reach out to our office to update information. If the individuals above are not able to be reached the College may seek alternative arrangements to place the animal in the care of a professional agency at the Handler's expense.

Signature of Staff Verification: _____ Date: _____