

Animal Registration Form

Instructions: This form must be submitted to the Residence Life office once a student has been approved to have a service or therapy animal live with them in on-campus housing.

Student and Animal Information:

Student's Name: _____ Student's ID Number: _____

Campus Address (Building and Room Number): _____

Contact Phone: _____ Email Address: _____

Type of Animal: _____ Animal's Name: _____

Physical Description of Animal (age/color/weight/breed):

Alternate Caregiver for Animal if Student/Owner is Unavailable:

Name: _____ Relationship to Student: _____

Contact Phone: _____ Email Address: _____

Address: _____

Please attach a picture of the animal to this form (Residence Life can supply you with a camera if needed) OR email a picture to reslife@pugetsound.edu.

Animal ownership demands a lot of time, energy, and resources. How do you foresee yourself successfully caring for your animal while balancing your academics, other commitments, resources, and personal wellness? (Please attach an additional page if more space is required)

I have read and understand all the guidelines and responsibilities for pet ownership in on-campus housing at the University of Puget Sound and agree to uphold them:

Signature _____ Date: _____

RESIDENCE LIFE OFFICE USE ONLY			
Photo of Animal: [Y] [N]	Date: _____	Proof of License: [Y] [N] [N/A]	Date: _____
Proof of Vaccination: [Y] [N]	Date: _____	Proof of Spay/Neuter: [Y] [N] [N/A]	Date: _____

Maintaining an Animal Agreement Form

Student and Animal Information:

Student's Name: _____ Student's ID Number: _____

Campus Address (Building and Room Number): _____

Contact Phone: _____ Email Address: _____

Type of Animal: _____ Animal's Name: _____

The following guidelines apply to resident animal owners and their approved animals that live in on-campus housing at the University of Puget Sound.

The animal may **not** be in residence prior to approval by Student Accessibility and Accommodation based on appropriate documentation, and upon completion and submission of the Animal Registration Form and Maintaining an Animal Agreement Form to the Department of Residence Life.

1. The resident is responsible for the animal's behavior at all times. The animal **must** be on a leash when not inside the student's private residence and the animal may not interfere with daily routines or cause difficulties to other students in the residential and university community. This includes setting guidelines with room/suite/housemates as applicable to ensure comfort with the animal arrangement. Sensitivity to residents with allergies and to those who fear animals is extremely important to ensure the comfort and peaceful enjoyment of the entire residential community.
2. The resident is financially responsible for the actions of the animal at all times including bodily injury, property damage, and/or any and all necessary cleaning which could include pest control costs for fleas, ticks, or any other animal related pest.
3. Animals must be vaccinated annually and documentation provided to the Residence Life office.
4. Cats, dogs, and other uncaged animals must wear a collar with a tag at all times, which needs to include the owner's name, address, and current phone number. Dogs and cats must be licensed within Pierce County and Tacoma and documentation provided to the Residence Life office.
5. The resident must comply with all city, county, and university ordinances governing animals.
6. All animals must be properly housed, cared for, and fed in accordance with accepted practices for the particular animal. Service animals should be housed in the student's private residence, but are also allowed at any campus venues and functions at which they are performing their documented assistance purposes for the student. Therapy animals must remain in the student's private residence at all times and are not allowed in other campus buildings or at campus functions. Contact Student Accessibility and Accommodation for more information. **The animal may not be housed, fed, or left unattended at any location outside of the student's private residence.**

7. The animal may not reside on campus during closure periods such as winter break and summer break. For other holiday periods when campus housing remains open, the resident is responsible for animal care. If away from campus at any time (overnight, weekend, etc.), the resident must take the animal with them or leave the designated alternate caregiver in charge of the animal. The caregiver cannot house the animal elsewhere in on-campus housing during this period and, pursuant to Residence Policy, keys cannot be given to the caregiver to access the resident's room.
8. The animal must be housebroken prior to residing on campus. Animal waste must be retrieved and disposed of immediately after each trip outside. Litter must be properly disposed of in a tightly secured, sturdy plastic bag and taken to a trash receptacle outside. Litter boxes should be cleaned a minimum of twice each day, but ideally should be cleaned after each pet use to reduce odors and maintain sanitation within the room and residential community. Litter boxes and/or animal cages should be changed a minimum of once per week, or as frequently as necessary to reduce odor and sanitation hazards. Resident must maintain and contribute to community standards of health and cleanliness as outlined in the **Residence Policy**. This includes participating in Residence Life's Health and Safety Inspection process.
9. The litter box, cage, food dish, water dish, and any other relevant care materials should always be placed **on a protective mat** to prevent damage to residential flooring.
10. Authorized university personnel and contractors must be allowed entrance to the premises for routine inspection and maintenance. We will provide 24-hour notice to the resident unless entrance is necessary due to an emergency, or completion of a work order that was submitted by the resident.

***The resident must notify the Assistant Director of Residence Life Operations in writing if the animal is no longer in the residence. To replace an animal, the resident must file a new request and provide new documentation. Student Accessibility and Accommodation staff will review new documentation and determine an appropriate housing accommodation.

*** Vaccination records must be updated annually. A copy of current vaccination records should be filed with the Residence Life office within the first two weeks of the fall or spring term or within the first two weeks of animal ownership if animal was approved and obtained mid-semester.

Violations or breach of any condition outlined in these guidelines may result in the Department of Residence Life enforcing any one or a combination of the following remedies:

1. **Verbal and/or written warning.**
2. **Charging the student for damages, cleaning, pest-control, or deodorizing.**
3. **Removal of the animal within 10 days of written notification.**
4. **Removal of the animal within 24 hours for vicious or threatening behavior.**
5. **Contacting Animal Control Officers to exercise the authority granted by their agency.**
6. **Terminating the resident's housing contract for failure to remove the animal within eviction notification period.**

I have read and understand all the guidelines and responsibilities for animal ownership in on-campus housing at the University of Puget Sound and agree to uphold them:

Signature: _____ Date: _____