



903.693.2000 • panola.edu

1109 West Panola • Carthage, Texas 75633

Request for Emotional Support Animal in Panola College Housing

COMPLETED FORM SUBMISSION AND INTAKE SCHEDULING

The completed form should be submitted to dss@panola.edu or hand delivered to the DSS office housed in the Charles C. Matthews Student Success Center. All Student Records are confidential. To make an intake appointment, contact DSS office:

Panola College Disability Support Services Office 1109 W. Panola Carthage, TX 75633	Email Disability Support Services	dss@panola.edu
	Phone/fax contact information	903-693-2046 If calling from a TTY/TDD, use Texas Relay at 800-735-2989

STUDENT INFORMATION - to be completed by student

Student Name _____ Panola College Student ID# _____

Student Panola College Email Address _____ Home/Cell Phone# _____

_____@students.panola.edu Alternate Phone # _____

Student Home Address _____ Campus Residence Life/Housing Address _____

REQUIRED

I have read the process and submission information pages of this document, and understand the conditions outlined.

I authorize Panola College to discuss my medical information, reasonable accommodations request for housing, and room assignment with the following person(s) on my behalf.

Name _____ Relationship to student _____

Address _____ Phone Number _____
City _____ State _____ ZIP _____

Student Signature _____ Date _____

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information.



903.693.2000 • panola.edu

1109 West Panola • Carthage, Texas 75633

Request for Emotional Support Animal in Panola College Housing

STUDENT HEALTHCARE SECTION – to be completed by healthcare provider

Student Name _____ Panola College Student ID _____

To properly evaluate how Panola College can best meet the student’s need for requesting an ESA in Residence Life Housing, the college requires specific diagnostic information from a licensed clinical professional/healthcare provider who is directly responsible for the treatment of the student’s disability, including the intentional use of an ESA to address specific functional limitations that result from the student’s physical or psychological diagnosed condition(s). The provider completing this form cannot be a relative of the student. The provider should **completely respond to all questions** and may attach additional related information.

1. Does the student who you have individually examined and treated have a diagnosed physical or mental impairment that substantially limits one or more major life activities?

NO

Yes, please describe what major life activities are impaired: _____

2. Identify the disability-related need for an ESA. Explain how the animal alleviates one or more of the identified substantially-limiting major life activities, which reduces the identified symptoms or effects of this individual’s existing disability. _____

3. What type of animal is being requested? _____

HEALTHCARE PROVIDER INFORMATION – to be completed by the healthcare provider

I am hereby verifying that the named student information is correct, that the student is a patient that I have been treating, and that **I am not a relative of the student.**

Provider Name _____ State/License Number _____

Provider Address _____
Street City State Zip
Code

Provider Signature _____ Date _____



903.693.2000 • panola.edu

1109 West Panola • Carthage, Texas 75633

EMOTIONAL SUPPORT ANIMAL OWNER'S RESPONSIBILITIES

A student who is approved for an Emotional Support Animal (ESA) will be required to meet with the Residence Life Housing staff to review and agree to the following requirements. Failure to follow these requirements may result in Panola College requesting removal of the ESA from campus housing.

An ESA must be contained within the privately assigned student living accommodations (room, suite, or apartment), except to the extent the student is taking the animal out for natural relief. When an ESA is outside of the student's private living accommodation, the animal must either be controlled by a leash or harness or contained in an animal carrier. **ESAs are not permitted in any Panola College facilities**, including the commons buildings, other than the residential building to which the student is assigned.

Student's Responsibilities as the ESA Owner:

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. Panola College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. Panola College reserves the right to request documentation showing that the animal has been licensed.
- All ESAs **MUST** be spayed/neutered prior to being on campus.
- The student is required to clean up after and properly dispose of animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained.
- In the case of an emergency, Panola College is not responsible for evacuating the animal.
- Panola College will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the ESA that is beyond reasonable wear and tear. The student's living accommodation must be kept clean with no odors from the ESA. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspections, the living accommodation will be treated using approved fumigation methods by a Panola College-approved licensed pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in the college. Panola College shall have the right to bill the student's account for unmet obligations under this provision.



903.693.2000 • panola.edu

1109 West Panola • Carthage, Texas 75633

EMOTIONAL SUPPORT ANIMAL OWNER'S RESPONSIBILITIES

- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from college housing.
- The ESA may **not** be left alone overnight in college housing to be cared for by another student. The ESA may **not** be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the ESA must accompany the student.
- The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in the college housing.
- The ESA is permitted in college housing only as long as it is necessary due to the student's disability. The student must notify the college, in writing, if the animal is no longer needed or is no longer in residence. To replace an ESA, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
- If it is necessary for the animal to be removed from college housing premises, the student is obligated to fulfill the Resident Life Housing and Food Services Contract obligations for the remainder of the contract term.

Student Signature

Date