HIGH POINT UNIVERSITY
The Premier Life Skills University®
Office of Accessibility Resources and Services

Rules and Responsibilities of a Resident with an Approved Emotional Support Animal

If the ESA is approved as an accommodation, the Resident is solely responsible for the care, supervision, and behavior of the ESA and must comply with the following requirements.

A. General Responsibilities:

1. **Approval Requirements:** The Resident must receive approval from OARS for both the ESA accommodation and the specific animal. *The ESA may only arrive on campus on the date identified in the official ESA Housing Approval letter issued by the Office of Housing and Residence Life.*
    i. The ESA approval remains valid while the Resident is enrolled and residing in University housing unless the approval is modified, suspended, or removed due to policy violations or changes in circumstances.
    ii. ESA approval is valid *only* for the specific animal OARS names in the official ESA approval letter. To replace a previously approved ESA, the Resident must complete a supplemental accommodation request, provide up-to-date documentation for a new ESA and receive a new official ESA animal approval letter, ESA tag number, and ESA door decal for the replacement ESA.
    iii. The University recommends that cats and dogs be spayed or neutered prior to arriving on campus. Additional animals resulting from breeding or an ESA giving birth while on campus will be considered unauthorized and must be immediately removed from University housing.
    iv. The University recommends that animals considered for ESA approval be at least one year of age, be spayed or neutered, and have an established bond with the Resident.
2. **ESA Identification:** The Resident must ensure the ESA wears the OARS-issued ESA identification tag on the animal's collar and place the ESA door decal as directed by OARS. Failure to comply may result in the animal being treated as an unauthorized animal and will be subject to applicable Residence Life sanctions.
3. **Animal Location and Control:** An ESA must remain in the Resident's assigned individual room and must be secured in a carrier, cage, or kennel when the Resident is not present. An ESA may be in shared living spaces (such as a suite living room) only when the Resident is present and is documented by all residents of the assigned living space in the ESA section of the Roommate Workbook. The ESA is not permitted in other Residents' rooms or public spaces of the University (i.e., classrooms, academic buildings, administrative buildings, etc.). When outside the residence, the ESA must be under the Resident's control using appropriate restraints or containment. The Resident must use designated routes and locations identified by Housing and Residence Life for the ESA's outdoor needs.

4. **Animal Care and Behavior:** The Resident is responsible for the ESA's daily care, including feeding, grooming, veterinary care, and maintaining appropriate living conditions. The Resident must immediately clean up animal waste and ensure the ESA does not create unreasonable disturbances, including excessive noise or disruptive behavior.
5. **Veterinary Records and Compliance:** The Resident must maintain compliance with applicable local, state, and federal animal requirements and submit updated veterinary/vaccination records (including rabies and wellness records), or other required documentation to OARS by the established deadlines. OARS will send reminders of upcoming vaccination records and/or annual veterinary visit reports at the three (3) month, two (2) month, and one (1) month mark prior to the expiration date. Failure to submit updated documentation may result in an ESA violation report, and the ESA may be considered an unauthorized animal, subjecting the Resident to applicable sanctions.
6. **Housing Responsibility and Costs:**
    i. The Resident must communicate their intent to bring an ESA to current and future roommates/suitemates. HPU may notify roommates/suitemates of an approved ESA as necessary to facilitate housing arrangements. By bringing an ESA to campus, the Resident understands that information related to the approved accommodation may need to be shared with university personnel on a need-to-know basis to evaluate or implement the accommodation. Disability-related information will be shared only as necessary for these purposes and will otherwise be treated confidentially in accordance with applicable law and University policy. In some circumstances, the Resident and roommates/suitemates may be required to participate in the ResLife Roommate Mediation process.
    ii. HPU will not charge a pet fee or surcharge for an approved ESA. HPU may conduct inspections of the Resident's living space as needed to ensure compliance with the *Rules and Responsibilities of a Resident with an Approved ESA* and to address concerns related to sanitation, pests, or property damage. The Resident remains financially responsible for costs attributable to the ESA that exceed standard cleaning or repairs associated with normal wear and tear, including costs related to damage to the residential premises, losses, liability, claims, or harm to others caused by the ESA.
    iii. The Resident is responsible for ensuring appropriate care arrangements for their ESA whenever they are away from campus or unable to provide care. The ESA may not be left in the care of any other HPU student or employee.
    iv. HPU is not responsible for retrieving lost, escaped, or missing ESAs. This responsibility shall remain with the Resident.
7. **Changes in ESA Status:** The Resident must notify OARS <u>in writing</u> if the ESA is no longer needed as an accommodation within ten calendar days of the Resident making this determination.

B. **Failure to Comply**: The Resident acknowledges that failure to comply with the ESA Policy or the *Rules and Responsibilities of a Resident with an Approved ESA* may result in sanctions or removal of the ESA from University housing, and/or referral of the Resident to the Office of Community Standards and/or the Office of Housing and Residence Life for review in accordance with the Student Code of Conduct.