



# Residence Life and Housing Office

## Assistance Animal Registration and Agreement

Assistance Animals (Service or Emotional Support) that enter any residential facility controlled by Minot State need to be registered with the Residence Life & Housing Office. Registration is valid for the academic year. Students must meet with a Residence Life staff member prior to returning to campus to request a continuation of their assistance animal approval. Failure to properly register an Assistance Animal may result in the exclusion of an animal from campus housing. Proper registration for an Assistance Animal includes verification of licensing, if applicable, and updated vaccination records.

### Owner Information (please print):

Name: \_\_\_\_\_ MSUID: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

### Please list where you and the Assistance Animal will be residing on campus (if known):

Hall/Apartment: \_\_\_\_\_ Room: \_\_\_\_\_

### Assistance Animal Information:

Name of Animal: \_\_\_\_\_  Cat  Dog Other: \_\_\_\_\_

Type of Animal:  ESA  Service Breed, if applicable: \_\_\_\_\_

Colors/Markings/Sex: \_\_\_\_\_

License Tag Number & date licensed: \_\_\_\_\_

Name and phone number of emergency caregiver: \_\_\_\_\_

The owner of the Assistance Animal MUST also accept the following responsibilities. Failure to comply with any of the above responsibilities may result in the removal of the animal and the owner of the animal. Please read and initial the following:

- \_\_\_\_\_ Comply with applicable local, state, and federal laws concerning the ownership of an animal. City of Minot [Chapter 7 - ANIMALS AND FOWL | Code of Ordinances | Minot, ND | Municode Library](#)
- \_\_\_\_\_ Roommates/Suitemates will be notified from the Residence Life Office of the animal's approved presence.
- \_\_\_\_\_ The animal cannot be left alone for more than 12 hours.
- \_\_\_\_\_ Owner is responsible for removing the animal from campus housing when the Owner will be away from campus for more than 12 hours. Allowing others to access your room to care for the animal while you are away for more than 12 hours or allowing the animal to stay in another student's room is prohibited.
- \_\_\_\_\_ Animals must be kept clean, healthy and under the control of the Owner at all times.
- \_\_\_\_\_ All required immunizations must be up to date and a copy of the immunizations must be on file with the Residence Life department.
- \_\_\_\_\_ A copy of the license must be on file with the Residence Life department.
- \_\_\_\_\_ Dogs and Cats must wear a collar with appropriate tags (i.e. vaccinations, contact information) at all times and must be effectively restrained by a leash or carrier when leaving the residential room/apartment.
- \_\_\_\_\_ Service Animals in Training are not allowed in campus housing.
- \_\_\_\_\_ ESA animals are allowed in the indoor public areas of their residence hall and all outdoor public areas of campus. Service Animals can go anywhere with the owner.
- \_\_\_\_\_ Animals must be fed on a regular and healthy feeding schedule.

- \_\_\_\_\_ Animals must possess friendly and sociable characteristics. Specific animals can be restricted from the premises by the Director of Residence Life based on any confirmed aggressive or territorial behavior.
- \_\_\_\_\_ Animals and their accessories must not pose a direct threat to the safety of others.
- \_\_\_\_\_ Owner is responsible for immediate cleanup and disposal of the animal's waste.
- \_\_\_\_\_ Animal waste must be taken to an appropriate outdoor dumpster. Disposing of animal waste in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets) is strictly prohibited.
- \_\_\_\_\_ Owners with cats must properly maintain litter boxes. Litter box contents must be regularly changed with new litter in accordance with manufacturer recommendations and disposed of in an outside trash receptacle.
- \_\_\_\_\_ Residence Life restrooms and laundry facilities may not be used for bathing animals, their kennels/crates, or bedding
- \_\_\_\_\_ If the animal voids on the floor or carpet anywhere inside campus housing, the student is responsible to clean up promptly to the best of their own ability, as well as contact a Residence Life staff member so that a work order with Facilities Management can be entered to properly disinfect the area.
- \_\_\_\_\_ Owner is solely responsible for an animal during a fire alarm, fire drill, or natural disaster/building emergency.
- \_\_\_\_\_ Owner is responsible for damage caused by the Assistance animal to the same extent that Minot State would normally charge a resident for damage they cause. A student that brings an Assistance animal onto Minot State property has all the responsibilities and liabilities placed on any person by any applicable law when that person owns or uses any animal, including liability for any damage done by the animal.
- \_\_\_\_\_ Owner must administer appropriate flea and tick control. If fleas and/or ticks are found, Minot State will contract the pest control company of its choice and will bill the owner for the cost of eliminating any pest infestation caused by the animal.
- \_\_\_\_\_ Owner must notify the Residence Life Office in writing (msu.housing@minotstateu.edu), when the animal is no longer needed.
- \_\_\_\_\_ If the owner is seeking to replace an Assistance animal with another animal, the owner must complete a new Assistance Animal Agreement form with the Residence Life Office.

By signing this document, I agree that I have read and agree to abide by the responsibilities and conditions of the Assistance Animal Agreement. I am aware of the potential consequences and financial impact of violating the responsibilities and conditions associated with having an Assistance animal in campus housing. I am aware that if I violate any of the responsibilities or conditions of the Agreement that I will be subject to the Code of Student Life conduct proceedings.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

<b>Completed by Residence Life Office:</b>	
___ Received completed Accommodation Request form (Not applicable for Service Animal)	
___ Received copy of inoculation records	
___ Notified Owner of Approval	___ Notified Owner of Denial
Reason for Denial: _____	
_____	
___ Notified Campus Safety, Custodial Staff, and Residence Life Staff	
_____	_____
Residence Life Staff	Date