

Eastern Kentucky University
Center for Student Accessibility
Whitlock Building, Room 361
CPO 66
859-622-2933

CSA USE ONLY

Date Received: / /

ASSISTANCE ANIMAL REASONABLE ACCOMMODATION FORM INSTRUCTIONS

The Assistance Animal Reasonable Accommodation Request Form is intended to be used by Eligible Students who live or desire to live in University Housing and Eligible Students and Eligible Employees for themselves or their Eligible Dependents who live or desire to live in Family Housing (please see Assistance Animals in University Housing and Family Housing Regulation for all definitions of capitalized terms) and who need an Assistance Animal as a reasonable accommodation to afford an individual with a Documented Disability an equal opportunity to use and enjoy a University Housing or Family Housing Dwelling.

Applicants for Assistance Animal Reasonable Accommodation must adhere to the following guidelines:

1. Have current documentation of the Eligible Student, Eligible Employee or Eligible Dependents Documented Disability(ies) using CSA guidelines, registered and filed with the Center for Student Accessibility (CSA).
2. Provide to CSA Staff current documentation in support of the following items:
 - i) Information in support of the Documented Disability(ies) using guidelines <http://www.policies.eku.edu>
 - ii) Information detailing the necessity of the animal to afford you, an individual with Documented Disability(ies), or an Eligible Dependent with Documented Disability(ies), an equal opportunity to use and enjoy the University Housing or Family Housing Dwelling
 - iii) Information detailing the identifiable relationship between the Documented Disability(ies) and the assistance the Assistance Animal provides
3. Provide to CSA Staff documentation of the Assistance Animal's appropriate vaccinations and licensing as required by state or local law.

Please attach to this form documentation and information in support of each of the items required under 2 and 3 above.

4. Eligible Students and Eligible Employees must complete the Assistance Animal Reasonable Accommodation form no later than **15 academic days before** (i) the Eligible Student or Eligible Employee or Eligible Dependent is scheduled to move into a University Housing or Family Housing Dwelling if not currently a resident or (ii) before the desired date for the Assistance Animal to move into the University Housing or Family Housing Dwelling. Academic days are those days University offices are open for business.
5. Please complete **Parts 1 – 2** of the Assistance Animal Reasonable Accommodation Form. Please see below. Incomplete applications will not be considered and will be sent back to applicant for completion. Please refer to the end of this form for details regarding submission of this form and supplemental documentation.
6. You must provide the original record of this completed form and applicable documentation to the CSA Staff. Please make copies of the Assistance Animal Reasonable Accommodation form for your own personal records.

Assistance Animal in University Housing or Family Housing Accommodation Request Form

Part 1 Applicant Information

1.

Applicant's Name: Last, First, Middle (Printed)

(Must be an Eligible EKU Student or Eligible EKU Employee as defined in Assistance Animal in University Housing or Family Housing Regulation)

2. Status: Please check the appropriate box.

EKU Eligible Student EKU Eligible Employee

3. _____ EKU ID Number (Eligible Student or Eligible Employee)

4. _____
Local Address (if applicable)

5. _____
Permanent Address

6. _____ Phone Number

7. _____ EKU email address

8. Please indicate if you are applying as an Eligible Student or Eligible Employee for an Assistance Animal Reasonable Accommodation for yourself or if you are applying as an Eligible Student or Eligible Employee for an Assistance Animal Reasonable Accommodation for an Eligible Dependent. Please check the appropriate box.

Applying for an Assistance Animal Reasonable Accommodation for self
Applying for an Assistance Animal Reasonable Accommodation for Eligible Dependent

9. Have you previously registered your documented disability(ies) with CSA for services for individuals with disabilities in accordance with the CSA guidelines available online or from CSA office.
Yes No

***For applicants applying for an Assistance Animal Reasonable Accommodation for an Eligible Dependent in Family Housing only, please answer questions 10-12.**

10. Name of Eligible Dependent _____
_____(please print)

11. Relationship of Eligible Dependent _____

12. Have you provided Family Housing with all documentation required in accordance with the Family Housing eligibility requirements?
Yes No

Part 2 University Housing or Family Housing Dwelling Information

1. Have you applied for:

University Housing:

Family Housing:

2. Has your application been accepted and approved by University Housing or Family Housing, as applicable?

Yes No

3. What is your scheduled move-in date?

____/____/____
____dd/ mm/
yyyy

4. Can you verify and attest that all the information provided within and supplemented with this form is true?

Yes No

5. Please provide your signature

Applicant's Signature

Date

After you have completed this form, provide completed form and required additional information to the CSA staff online, via email, in person, or by mail. The campus mailing address for the CSA is:

Eastern Kentucky University
521 Lancaster Ave
Whitlock 361, CPO 66
Richmond, KY 40475

If you have any questions about this form and/or related policies and procedures, please call CSA at 859-622-2933. To review EKU's Assistance Animals in University Housing and Family Housing Regulation, please go to <http://www.policies.eku.edu>

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, disability, national origin, veteran status or genetic information in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the [Equal Opportunity Office](#), Eastern Kentucky University, Jones Building, Room 416, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323.