

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

**SERVICE ANIMAL REASONABLE ACCOMMODATION FORM INSTRUCTIONS**

The Service Animal Reasonable Accommodation Request Form is intended to be used by students and employees with a Documented Disability who need a Service Animal as a reasonable accommodation to afford such individuals an equal opportunity to fully participate in and have equal access to University property, facilities or programs. Applicants for Service Animal Reasonable Accommodation must adhere to the following guidelines:

1. Provide to CSA Staff current documentation in support of the following items:
  - 1) Information in support of the Documented Disability(ies) using the guidelines stated within [www.policies.eku.edu](http://www.policies.eku.edu)
  - 2) Information confirming that the Service Animal is trained to meet the disability needs of the student or employee.
  - 3) The Service Animal's appropriate vaccinations and licensing as required by state or local law.
2. Complete the Service Animal Reasonable Accommodation Form (below) no later than **15 Business Days before** the desired date for the start of the Service Animal's services for the student or employee. Business days are those days University offices are open for business. Campus guests should contact the Center for Student Accessibility, Whitlock Building, Room 361 859.622.2933.
3. Provide the original record of this completed form and applicable documentation to the CSA Staff. Please make copies of the Service Animal Reasonable Accommodation form for your own personal records.

**Service Animal Accommodation Request Form**

1. \_\_\_\_\_  
 Applicant's Name: Last, First, Middle (Printed) (Must be a student or employee)

2. Status: Please check the appropriate box.

EKU Student  EKU Employee

3. \_\_\_\_\_ EKU ID Number

4. \_\_\_\_\_  
 Local Address (if applicable)

5. \_\_\_\_\_  
Permanent Address

6. \_\_\_\_\_ Phone Number

7. \_\_\_\_\_ EKU email address

8. Have you previously registered your documented disability(ies) with CSA for services for individuals with disabilities in accordance with the guidelines at [www.policies.eku.edu](http://www.policies.eku.edu).

Yes  No

9. You acknowledge that Service Animal handlers are responsible for all damages caused by their Service Animal.

10. You acknowledge that you have read and understand the Service Animal regulation.

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

Yes  No

10. 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  
Center for Student Accessibility  
521 Lancaster Ave  
Whitlock Building 361, CPO 66  
Richmond, KY 40475

If you have any questions about this form and/or related policies and procedures, or need this form and/or related policies and procedures provided to you in an alternate format, please call CSA at 859-622-2933. To review EKU's Service Animals 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.*