



Animal Friendly Housing Guide

Effective Date	June 1, 2023
Policy Jurisdiction	DeLand Campus
Responsible Executive	Vice President of Campus Life and Student Success
Responsible Office	Residential Living and Learning

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Purpose

Stetson University provides a unique experience allowing some students to participate in a living option in Animal Friendly Housing. By living in a community focused on easing the transition within the campus community, students are challenged on their accountability, personal, and social responsibility. Animal ownership can also benefit students emotionally, psychologically, and socially, provide experiences, relieve stress, lift one’s mood, and provide a sense of feeling needed. While animal ownership is not for everyone, those who are approved for Animal Friendly Housing must remember that the opportunity to have an animal on campus is a privilege, not a right.

Scope

This policy is applicable to all resident students. Students are responsible for following the procedures as outlined to be considered for approval.

Definitions

- **Pets:** animals that are not Emotional Support Animal or Service Animal
- **Emotional Support Animal (ESA):** physician recommended based on a diagnosed disorder
- **Service Animal:** physician recommended based on a diagnosed disorder and licensed Service Animal
- **Service Dog in Training:** dog acquired by student through partnership with approved service animal training organization; requires signed agreement between student and organization
- **Request for Animal in Residence:** form located on Housing Central submitted by student to request all categories of animals (except fish)
- **ESA Healthcare Provider Form:**– required documentation of diagnosed disorder and recommended housing accommodations completed by a licensed health care professional treating the student for a diagnosed condition requiring the presence of an ESA or Service Animal

Policy

The following guidelines and policies, in conjunction with the University's *Animals on Campus Policy*, have been created with significant student feedback and are designed to maintain a safe environment for all members of the Stetson community. Students are reminded that visitors to campus are not allowed to bring their animals into the residential facilities.

Students are responsible for following the procedures as outlined to be considered for approval. No animal should be brought to campus without prior written approval from the Coordinator of Assignment Processes and Communications within the Residential Living & Learning office. We encourage every animal owner to carefully consider the advantages and disadvantages of the campus environment for their individual animal.

Stetson University recognizes four categories for animal ownership:

Pets, Emotional Support/Companion/Comfort Animals, Service Dogs in Training, and Service Animals. *At this time, visiting animals are not allowed in residential facilities under any circumstances.*

Stetson University allows one animal per room (with the exception of approved small, caged animals listed below).

Approved Pets

Residential Living & Learning defines approved campus animals to include:

- Fish and hermit crabs (permitted in all halls - no larger than a 10-gallon size tank)
Do not require official approval from Residential Living & Learning
- Up to two small, caged animals (rabbits, hamsters, gerbils, chinchillas, guinea pigs, rats, mice, hedgehogs, and sugar glider pairs)
- Dry aquarium animal(s) (bearded dragons and geckos) (no larger than a 10-gallon size tank and no heat lamps)
- Cats; and

- Dogs (certain dog breeds and sizes only).

The following animals will not be eligible for approval

- Amphibians
- Reptiles (with the exception of those listed above)
- Ferrets
- Birds
- Dogs that do not meet weight and breed restrictions

Dogs and cats must be at least one year old and have lived with the student or student's family for at least one year by August 1. Small, caged animals must have lived with the student or student's family for at least 3 months by August 1. The animal's age and ownership length will be confirmed with purchase/veterinarian records provided by the student in the request.

Canine Weight and Breed Restrictions

Dogs may not exceed fifty pounds in weight when fully grown. Pit bulls, Staffordshire Bull Terriers, Rottweiler, Chows, Dobermans, Akitas, and wolf breeds/hybrids, or any mix containing these, or any dog that display aggressive behavior are not considered an acceptable animal and are not allowed on campus at any time. Stetson University, at its sole discretion, except as required by law, retains the right to deny any pet or dog breed to reside on campus to ensure the safety of the community.

How To Apply To Bring A Pet From Home

All students must apply annually in [Housing Central](#) to be considered for approval to bring an animal to campus. The application process does not guarantee approval for the animal to live on campus with the student.

Students who do not have animals are still eligible for Animal-Friendly Housing (University Hall, Stetson Cove, or the 300 building of University Village Apartments). However, if the need for animal rooms becomes necessary, RLL reserves the right to relocate a student living in Animal-Friendly Housing without an animal to another available space on campus. Each Animal-Friendly Housing resident will need to complete all paperwork necessary with RL&L by the designated move-in date and receive an approval email from RL&L staff before bringing their animal on campus. If an animal is found on campus before receiving official approval, the resident must remove the animal within 24 hours and until the resident receives official approval for the animal to return and a \$500 appealable fine will be imposed. Animal-Friendly Housing, like all requested assignments, is not guaranteed; limitations exist on campus even as we continually grow to accommodate the growing desire for such housing.

Students wishing to bring fish to campus do not need to apply for Animal-Friendly Housing. However, if we are closed for any length of time, students should take their fish with them during the closure.

Any cat or dog living on campus must be at least 1 year old by August 1 of the academic year in which one is applying and must have lived with the student's family for at least one year prior to living on

campus. **The acquisition of any dog/cat, purchased, fostered, or stray, while a student at Stetson University, is prohibited in our Animal-Friendly Housing areas.** Other types of animals may be approved on a case-by-case basis by Residential Living & Learning.

Owners who fail to receive official approval via email from RL&L to live with their animal, but still bring their animal on campus will be required to remove the animal from the residential facilities within 24 hours and until they receive official approval for the animal to return to campus and the resident will be subject to a \$500 fine. If the owner is unable to provide required documentation by the deadlines provided, the owner must make an appointment with the Residential Life Coordinator of their area to request an extension.

Step 1 Complete the Housing Application on Housing Central

- Make sure to select Animal-Friendly Housing options (University Hall, Stetson Cove, or the 300 building of UVA) on your Housing Application.
- All current students that desire to live with an animal on campus must select animal-friendly housing options during the Housing Self-Selection process that takes place in the Spring for the following academic year. Housing self-selection information will be communicated by RL&L via email and will be updated and available on the RL&L websites.

Step 2 Complete and submit the online Request for Animal-in-Residence on the home page of Housing Central

- *Applications are available beginning February 1 and spaces fill quickly so do not wait to submit the form.*
- In the animal category field, select “Pet”
- The request requires the student to answer several questions in relation to their ability to care for an animal while living on campus and submit specific required documents depending on the type of animal requested. See “Registration Requirements” below.

Step 3 Students Receives Decision via Stetson Email

- If approved, the student will receive official notice via their Stetson email
- **No animal should be brought to campus without receiving approval via e-mail from the Residential Living & Learning office. There is a \$500 fine for bringing an unapproved animal on campus. In addition, the animal must be removed from the residential facilities within 24 hours and until the resident receives official approval for the animal to return to campus from Residential Living & Learning. This includes family/friends’ pets who are just visiting for the day.**

How To Apply For A Service Dog In Training

All dog trainers must have earned at least 12 credits at Stetson and maintain a GPA of 2.50

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- All current students that desire to live with an animal on campus must select animal-friendly housing options during the Housing Self-Selection process that takes place in the Spring for the following academic year. Housing self-selection information will be communicated by RL&L via email and will be updated and available on the RL&L websites.

Step 2 Complete and submit the online Request for Animal-in-Residence on the home page of Housing Central

- *Applications are available beginning February 1 and spaces fill quickly so do not wait to submit the form.*
- In the animal category field, select “Service Dog-in-Training”
- The request requires the student to answer several questions in relation to their ability to care for an animal while living on campus and submit specific required documents depending on the type of animal requested. See “Registration Requirements” below.
- In addition, the Request for Service Dog-in-Training On-Campus will need to be completed. The completed form must be provided to RL&L via email at reslife@stetson.edu or brought in-person to Residential Living & Learning.

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How To Apply For Emotional Support Animal (ESA)

Students requesting approval for an Emotional Support Animal (ESA) are permitted to live anywhere in residential housing. We do encourage these students to reside in Animal-Friendly Housing as the bedrooms and living area is larger than our traditional halls, dog walk areas are available in each of the three Animal-Friendly Housing locations, and a community of pet owners reside in these areas.

Step 1 Complete and submit the online Request for Animal-in-Residence on the home page of Housing Central

- *Applications are available beginning February 1 and spaces fill quickly so do not wait to submit the form.*
- In the animal category field, select “Emotional Support Animal”
- The request requires the student to answer several questions in relation to their ability to care for an animal while living on campus and submit specific required documents depending on the type of animal requested. See “Registration Requirements” below.
- The ESA Health Care Accommodation Provider form will need to be completed by a health care

provider and uploaded into the request form on Housing Central.

Step 2 Application Review by Residential Living & Learning

- Students will receive communication from Residential Living & Learning regarding the status of their application. An interview may be scheduled with the student and Associate Director in RL&L if more information is required to make a final decision.

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- If approved, the student will receive official notice via their Stetson email
- **No animal should be brought to campus without receiving approval via e-mail from the Residential Living & Learning office. There is a \$500 fine for bringing an unapproved animal on campus. In addition, the animal must be removed from the residential facilities within 24 hours and until the resident receives official approval for the animal to return to campus from Residential Living & Learning. This includes family/friends' pets who are just visiting for the day.**

How To Apply For A Service Animal

While not required, students are strongly encouraged to submit a Request for Animal-in-Residence if they plan to live with their Service Animal. This will ensure that residential and university staff are aware of the animal's presence in the building and within a specific room, suite or apartment. Animal owners are provided with a placard for their residential door to alert staff and residents that an animal is living within the unit to allow for routine and requested Facilities service calls, residential staff visits and inspections, etc. In addition, submitting animal registration information ensures that our animals are up to date on vaccines and flea/tick prevention, benefiting all animals and students living on campus.

Students requesting approval for a Service Animal are permitted to live anywhere in residential housing. We do encourage these students to reside in Animal-Friendly Housing as the bedrooms and living area is larger than our traditional halls, dog walk areas are available in each of the three Animal-Friendly Housing locations, and a community of pet owners reside in these areas.

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- The request requires the student to answer several questions in relation to their ability to care for an animal while living on campus and submit specific required documents depending on the type of animal requested. See "Registration Requirements" below.
- The [ESA Health Care Accommodation Provider](#) form should be completed by a health care provider and uploaded into the request form on Housing Central.

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Registration Requirements

All students requesting to bring an animal on campus:

Must complete a Request for Animal-in-Residence, including specific documentation regarding their animal outlined below.

- Clear photo of the animal (full body)
- Altering (Spay or Neuter) Certificate (canine and feline only)
- Record of current Animal Core Vaccinations: Rabies & DAPP

If you have a canine, you will also need to provide records of Bordetella & Heartworm Prevention

- If you have a feline, we suggest that you provide a record of Feline Leukemia
- Proof/photo of flea prevention/maintenance (*canine and feline only*)
- Record of canine obedience training (those who do not possess this will have to accept the waiver in the registration form) (*canine only*)
- Copy of animal insurance policy (strongly encouraged)
- Photo of yearly pet licensing receipt and the tag from the **City of DeLand** (*canine and feline only*)
- \$50 per semester fee (*charged to the student account for support and maintenance of Animal-Friendly communities and residential buildings*)

If the animal requires updated vaccinations during the academic year, please email the updated scanned copies of the above documents to reslife@stetson.edu with the subject "Animal Housing YOUR LAST NAME" (ex. Animal Housing Wilson).

Please note that animal approvals are for one academic year only. A Request for Animal-in-Residence and updated documentation must be submitted each year, along with the pet license from the City of DeLand. Approval must be granted by RL&L each year before bringing the animal to campus.

City of DeLand Pet Licensing Instructions

All dogs and cats in the unincorporated Volusia County are required to be licensed. You are responsible for registering your animal with the City of DeLand. The process for obtaining a license is as follows:

Bring the rabies certification, vaccinations and altering records for your animal to Utility Billing, next to City Hall 120 S. Florida Ave, DeLand, FL – 1st Floor – Suite 105. They will then give you the licensing information and city tags. Licenses for altered animal records are \$4 a year. Save your receipt. You will

need to submit a photo of the receipt along with the tag to our office by the September deadline.

Room Change/Leaving Housing

Room Changes/Room Relocations

If a resident with an approved Pet wishes to change their room assignment to one outside an Animal-Friendly facility, their application to have an animal in housing will be voided and the animal will be required to leave campus. Residents wishing to keep their Pet on campus will only be able to reside within one of the Animal-Friendly residential buildings.

Early Move Out/Breaking the Housing Living Agreement

Any student who wishes to or is asked to leave an Animal Friendly designated facility will not be reimbursed for any animal registration fees assessed. Students who are relocated to a non-animal approved residential facility will be required to take their animal's home. Students are responsible for the damage or cleaning that results from themselves or their animals. All fees for damage and cleaning will appear on the student account and will be billed according to the damage and cleaning needed.

Owner Expectations

Before Arrival on Campus

- All dogs and cats must be housebroken before arriving on campus.
- When residing in the residential buildings, you agree to review and abide by all policies and procedures outlined in this Animal-Friendly Housing Guide, as well as those terms noted in the Animal-Friendly Housing Agreement and Liability Waiver.
- **All owners must have all the required registration paperwork on file and receive RL&L approval prior to bringing the animal to campus.**

While on Campus

- Regardless of the circumstances, the animal owner/trainer is responsible for the actions of the animal.
- All owners/trainers must display their approved animal placard on the exterior entrance to their living space.
- All animals must live with their owners/trainers.
- All owners are responsible for keeping up-to-date registration records on file with RLL.
- All animal owners/trainers and their roommates must complete an Animal-Friendly roommate agreement.
- Owners/trainers must keep their dogs and small mammals (except felines) properly crated while they are away from the room. Animals not properly crated will delay Facilities staff from responding to requested and scheduled maintenance in a timely manner and provide unnecessary issues for emergency personnel.
- Owners/trainers must clean up after their animals. There are several waste stations on campus. Owners failing to do so may be subject to one or all of the following: receive a fine, be referred to Community Standards, or lose owner privileges.

- Abandonment, neglect, or mistreatment of any animal by any member of Stetson University will not be tolerated. No warnings will be issued. If there is abuse, it will result in either the animal being taken away from the owner or measures taken to prevent contact with the person responsible for the abuse. These actions will be subject to the discretion of the Office of Community Standards. Owner negligence or mistreatment of an animal will not be tolerated.
- No animal is allowed to become a disruption to the members of the Stetson University community. Disruption is defined as, but is not limited to, excessive noise, physical harm to humans or other animals, destruction of property, and acts otherwise deemed by the Office of Community Standards. Animals attacking other animals or humans will not be tolerated. The matter will be referred to the Office of Community Standards.
- Should a student be unavailable to care for their animals, the University will contact their listed emergency contact to provide care. Should this person be uninterested or unreachable, RLL may need to release the animal to a shelter.
- All animals are only allowed inside Animal Housing facilities. Approved animals are prohibited to be or visit in other buildings on campus unless otherwise authorized.
- RLL Staff will conduct animal inspections of residential rooms each semester to ensure that the animal owner is maintaining healthy and appropriate animal care. Failure to maintain the upkeep of an animal or living space may result in the removal of animals from campus and/or the assessment of room cleaning charges.
- No students are allowed to pet sit for animals, whether they are approved to be on campus or are visiting.

Animal Owner/Animal Trainer Probation

An animal owner or animal trainer, in some cases, will be issued a verbal warning for a first-time violation. Further violation will result in an animal owner being placed on animal probation. Written notification of animal probations will be issued for the following reasons:

- If a student brings an animal without completing the animal registration process and receiving written approval from the RLL office. The animal must go through the application and registration process within the dates communicated on the website and via email.
- If an owner is found to be mistreating or negligent of their animal care responsibilities.
- If an owner or animal is not in compliance with the policies and guidelines set within this guide or the university's Animal on Campus policy.
- The RLL department reserves the right to place an owner on probation for any other action not listed above.

If RLL is notified of any mistreatment or negligence of an animal, or the conditions of the student's specific probation are broken, the Office of Community Standards will investigate the situation and act appropriately. If the animal owner is found responsible, the owner's parents/guardians will be notified, and the student will have one week to remove the animal from campus. If, after one week, the animal is still residing on campus, a \$500 fine will be issued to the student and RLL reserves the right to remove the animal by other means as deemed necessary.

Ownership & Animal Care

It is the owner's sole responsibility to take care of their animals. It is against Florida Law to abandon or

neglect their animals. If there are any issues, you may be asked to leave the Animal-Friendly Housing, sent through the Office of Community Standards, and/or reported to the local police.

Pet Waste

It is the owner's responsibility to clean up after their animal. Owners must exercise proper care and control of their animals, which means cleaning up their animal's waste material and disposing of it properly. Animal waste bag stations are in and around all animal housing facilities. Students are required to always have animal waste or plastic bags with them and dispose of them in any green dumpster. Litterboxes must be cleaned regularly and maintained to ensure reduced odors. Owners are required to dispose of old litter in a sealed bag or container in the exterior dumpsters immediately. Residents are responsible for disposing of all disposable cages or crate bedding in the exterior dumpsters. It is the owner's responsibility to change and maintenance the appropriate upkeep for their animal.

Cage/Crate, Room & Animal Maintenance

Animal owners must perform regular room and crate cleaning in addition to grooming the animal to prevent odor, if applicable. Students can use the basin located in Stetson Cove, or the floor basin in the University Village Apartments to clean their animals.

If a room smells due to an animal, the occupant will be asked by Stetson University officials to clean the room. Students should expect to clean their rooms more often than in other residential spaces. Students should acknowledge that an animal in a residential space will create more of a mess/scent than it would within a house. We recommend using animal cleaners which may be purchased from local animal stores. Animal checks will be conducted throughout the academic year to ensure proper care of animals.

Animal Roommate Agreements

While many roommates live successfully in their assigned spaces with no major conflicts, adding in an animals can, at times, introduce unanticipated challenges or disagreements to arise. It is important for students to openly communicate the expectations of ownership and care of the animal. The university expects that the approved animal owner is always in full responsibility for the animal while on campus or in the residence halls.

To ensure that there is a space for this conversation to happen, each resident will have the opportunity, within the first two weeks of moving in, to create an Animal Roommate/Apartment-mate Agreement with the other resident(s) with whom they will be living. The Animal Roommate/Apartment-mate Agreement form allows all residents to share their thoughts and develop individual/mutual expectations about acceptable and unacceptable issues associated with living with an animal. Residents should request a meeting with their RA (Resident Assistant) and revise their original agreement if changes are needed during the year.

Animal Inspections

RLL staff will be performing animal inspections each semester of residential rooms to ensure that an owner follows the animal-friendly housing policies and guidelines. This includes reviewing all corresponding documentation, that the animal residing in the room assignment is the approved animal, that the owner is maintaining appropriate animal care, that the room is free of damage and that the environment meets all health and safety conditions. Failure to maintain the upkeep of an animal or

living space may result in the removal of the animal from campus and/or the assessment of room cleaning charges.

Animal owners are responsible for animal-proofing their residential space, especially if young animals are present to reduce university property damage (cover/protect all garbage cans, remove toxic items from animal's reach, etc.)

University Holidays & Breaks Animal Care

During any university holiday or break in which the animal owner will be away from campus (Fall Break, Thanksgiving, Spring Holiday, or Summer Break), it is expected that the animal owner will remove the animal from campus. There will be no exceptions to this rule, and animal owners found in non-compliance will be subject to disciplinary action and may be placed on animal probation.

In the Case of a Hurricane

Disasters are diverse and devastating to everyone involved – including animals. Hurricanes, floods, tornadoes, train derailments and explosions can leave animals helpless and homeless. Planning can save the lives of beloved companion animals.

Tips for planning for an emergency campus evacuation:

- Ask dependable friends or relatives who live away from an at-risk area if you and your animal can stay with them during an emergency.
- Stock an animal emergency supply kit.
- Mark all your animal's belongings with identification.
- Keep all animals' paperwork in one convenient place including current vaccinations, identification, and DeLand license and rabies tags.

Animal-Friendly Emergency Shelters

Stetson University does not endorse these shelters in any way, this list is only meant to be a resource for students. To find out which shelters are available, tune in to the local news media or call the Citizens Information Center at: (Toll-free) 866-345-0345 (Only during a disaster) Telecommunications Device for the Deaf: 386-248-1792

Volusia County Fairgrounds 3150 E SR 44, DeLand

- *Transportation to the fairgrounds is provided at regular bus stops if animals are in carriers. Pets must have ID, current license and rabies tags affixed to collar. Each animal must also have proof of vaccinations and be confined to a carrier or crate.*

Student Personal Property and Insurance Information

RLL also recommends that students with animals have insurance covering any damage, incidents, or accidents that the animal may be involved in. While it is not required, it is strongly recommended. The University's property insurance only covers property that is owned by the University. It is highly recommended that students insure their own individual property via their parent's homeowner's insurance or a renter's/tenant's insurance policy. If you plan to insure under your parent's homeowner's

policy, it is important to confirm with their homeowner's insurance ensures that student property (including computers and other electronics) will be fully covered for loss while housed outside of the family dwelling and inquire about the deductible and coverage limits.

As stated in the housing agreement, the University assumes no legal obligation to pay for loss of or damage to items of student's personal property occurring on campus or in its buildings or storage areas. Stetson University has delivered the contracted premises in good condition. Residents accept them in such condition and agree to keep them in such condition during the term of this agreement at their expense and to return them to the University in the same condition at the termination of the agreement, normal decay, wear, and tear excepted.

Removal Of Animal

Owners are responsible for maintain control of their animal at all times. Owners that do not or are unable to control their animal will be held responsible for any damage or injuries caused by their animal. If an animal poses a threat to students, staff, residents or guests, other animals, or causes continued and/or extensive damage to the residential facilities, the owner may be required to remove the animal from campus and the approval to live with their animal will be revoked.

Frequently Asked Questions

What is an Animal?

Animals are considered by Residential Living & Learning to fall under the following four categories: Pets, Emotional Support/Companion/Comfort Animals, Service Dogs in Training, and Service Animals.

What buildings are Animal Friendly?

The designated Animal-Friendly halls are University Hall, the 300 building of the University Village Apartments and Stetson Cove Apartments. Only animals approved through RLL are permitted to reside within this community.

How old must my animal be to live on campus?

Both dogs and cats must be at least one year old and have lived with the student or student's family for at least one year by August 1 of the application year. Small, caged animals must have lived with the student or student's family for at least 3 months by August 1 of the application year.

What is the weight limit for dogs living on campus?

Fifty pounds is the maximum weight allowed for a dog on campus. Some exceptions may apply.

What vaccinations are required for my animal to be approved to come to campus?

It is expected for animal owners to consult with their veterinarian when it comes to what vaccination and protection is needed for residing in a new environment.

Animal Core Vaccinations

Animal Type	Rabies	Distemper	Bordetella	Flea Prevention	Other
Dog	X	X	X	X	Heartworm Prevention
Cat	X	X	NA	X	Feline leukemia, if suggested
Small Caged Animals	If suggested	NA	NA	If suggested	

Can I have an animal visit?

Non-approved animals are not permitted in any residence halls including Animal-Friendly facilities.

How much does it cost to register an animal on campus?

The cost is \$50 per semester.

Can I have a pet sitter for my animal or be a pet sitter for someone else’s animal?

As a responsible animal owner, students are expected to create a schedule that allows for flexibility to ensure that they are not away from their animals for an extended period. Arrangements need to be made if a student needs to be away from their room for an extended period, it is expected that the student plans to travel with the animal or board the animal. Students are not allowed to give another student access to their room or have another student sit for their animal in their residence. Students are also not allowed to pet sit for other animals whether they are approved animals on campus or pets from off-campus/non-affiliated providers.

How many animals can I have?

One animal is permitted per bedroom in the designated Animal-Friendly Housing areas. University Hall residents may have one animal per room (*some exceptions apply*), Building 300 of the University Village Apartments and Stetson Cove residents may have 1 animal per resident/bedroom. Residents found with more than the approved number of animals will be charged a \$500 fine, will be asked to remove the non-approved animal immediately and will be referred to the Office of Community Standards. Pregnant animals will not be approved to live on campus. We encourage that you make sure this does not happen while the animal is living on campus. Should an animal become pregnant, the mother and the litter will not be permitted to stay on campus.

Why do I need to crate my dog?

Crating ensures that animals will not do damage to rooms while the owner is unable to supervise their animals. An animal being crated allows for facilities workers/emergency personnel/University officials to enter rooms without the animal delaying their work. If an animal does not respond well to crating, you may want to reconsider bringing the animal to campus. At this time, cats do not need to be crated. When any facilities/emergency personnel/University officials need to enter a space where an animal is not properly crated, they are not responsible for something that may happen to the animal (e.g., get out of the room, run away, etc.).

Does my cat or dog need to be on a leash?

Cats and dogs must always be on a leash while on campus.

How do I apply for an Emotional Support/Companion/Comfort Animal?

Students wishing to bring an emotional support/companion/comfort animal to campus must apply by completing the ADA/Accommodations form found in Housing Central. Applications must include the ESA – Health Care Provider form completed by a licensed mental health professional stating that the individual has a need to bring the animal to campus with the purpose of alleviating one or more identified symptoms or effects of that individual’s disability. As specified in the Americans with Disabilities Act (ADA), a comfort animal is **not** a service or therapy animal.

Students should be aware that approved emotional support/companion/comfort animals are only permitted within the approved student’s on-campus housing assignment.

How do I apply for a service animal in training?

Service animals that are being trained are not considered pets. Students interested in training these animals will need to go through an application process with the RLL Office, Center for Community Engagement, and the partner organization. Applications are available through the RLL office. First the student must be approved by all departments and then the animal will go through the registration process. Please do not bring a service dog in training to live on campus until you have received the final approval from the RLL office.

What do I do if my animal has fleas?

Students are expected to use flea prevention maintenance year-round. If an animal is found to have fleas, it is expected that the owner submits a service request to SchoolDude found at <http://www.stetson.edu/administration/facilities/>. Should flea treatment become necessary, the animal owner will be responsible for the cost of treatment, resulting in a charge to the student’s account (approximately \$100 per treatment). Students who do not address a flea problem immediately will be referred to the Office of Community Standards and may risk the loss of animal privileges on campus.

What do I do if my animal goes missing?

An animal going missing can be a challenging and difficult circumstance. To help students manage, should such events occur, we want to assure that they know about potential resources that may be available. Volusia County Animal Services utilizes the media outlet of Facebook to provide a forum for people to connect if they have lost or found a pet. After someone has “liked” the page, you can place a description and photo of a missing pet, give details on the location where it was lost or found, and reunite missing pets with their owners. In addition to this resource, there is also a Lost Pets of Volusia and Flagler County page as well.

These forums are internet tools to aid in locating a missing pet; it is not a substitute for looking for your pet in person. Here you can place a description and photo of a missing pet, give details on the location where it was lost or found, and reunite missing pets with their owners. If you are looking for your lost pet, please be sure to visit Halifax Humane Society at 386-274-4703 or Southeast Volusia Humane Society at 386-428-9860 in person.

My animal passed away, what should I do?

Stetson University has an on-site Pest Control support specialist. By submitting a [SchoolDude](#) work request should your animal pass away, they will assist you in how to dispose of it while on campus should you not be able to take it home.

Another resource that will also support a student if an animal passes away is:

- Animal Control – 386-736-5999 (Available Monday to Friday 8 AM to 5 PM)

How do I report an animal complaint?

Any member of the Stetson University community may file a complaint with RLL. The complaint may address any form of misconduct or rule violation on the part of the animal or owner. Animal complaints should be discussed with the RA, who will then have a conversation with their Residential Life Coordinator. You may be asked to file the complaint on www.stetson.edu/reportit. If any Stetson student, faculty, or staff member observes a violation of the animal policy, it should be referred to the Office of Community Standards. Please note that unless a complaint is turned in, no action can be taken.

Agreement, Risk Acknowledgement and Liability Waiver Contents

By signing this agreement, I certify that I have read, fully understand, and agree to abide by the stated terms herein, and those of the Housing Agreement and the University Animal Policy and Guidebook. I agree to make myself aware of and practice appropriate animal care and understand the penalties for not following proper procedures and policy. I understand it is my responsibility to provide the required paperwork to Residential Living & Learning (i.e., vaccinations, insurance, license, etc.) as stated in the Animal Policy.

Risk Acknowledgement:

I acknowledge that this building, in which I voluntarily desire to reside in, is an animal friendly building that will include a variety of different animals to include dogs, cats, fish, and domestic marsupials such as guinea pigs, hamsters, mice, etc. owned and under the care by either myself or other student residents. I understand and accept the risks associated with living in quarters with several types of animals that, despite policy and efforts of university staff, could involve occasional disturbances or incompatibility between animals, such as but not limited to noise, odor, respiratory issues, infestation of fleas or ticks, animal-related infections, etc. as well as the possibility of injury to me or my animal, and/or damages to my personal property. I acknowledge that said risks extend to the campus grounds and any designated animal-friendly areas, including those that might have 'dog park' venues where animals are allowed to be unleashed.

I acknowledge that all students are expected to have health insurance while attending the University. I understand that should I become injured by my animal or the animal of another student, or should my animal cause injury to another person, I will be responsible for any associated medical costs.

Assumption of Liability:

I understand that it is recommended by the University that I obtain pet/animal liability insurance, or if applicable, check my homeowners' policy to see if this is included for my animal while living in the University residence. As a pet owner or animal trainer in a campus residential building, I accept full

responsibility and liability for any damages or injuries that I or my animal may cause to any persons or property while residing in this animal-friendly building and while utilizing the campus grounds or any designated animal-friendly areas including 'dog park' venues.

Liability Release & Indemnification:

In accepting these risks and conditions, and for the opportunity afforded me to live in an animal-friendly building and utilizing animal-friendly areas of the campus grounds, I hereby release and hold harmless Stetson University, Inc., its faculty, staff, officers, trustees, representatives, chaperones, employees, volunteers, and agents from all manner of action and actions, cause and causes of action, suits, claims, or demands of nature including personal injuries, damages, or property loss resulting from pets, service dogs in training, and living in an animal-friendly building.

Procedures

The process requires the completion of step 1 – 3: Step 1 - Complete the Housing Application on Housing Central; Step 2 - Complete and submit the online Request for Animal-in-Residence on the home page of Housing Central; Step 3 – Request is reviewed by Residential Living and Learning designee and student receives decision via Stetson email.

Frequency of Review

Annual review and every two years a policy review is completed by Community Standards Code Review Committee.

Related Information

[Animal Friendly Housing webpage](#)

[Guide to Residential Living](#)

[Animals on Campus](#)

[Accessibility Services](#)

[Volusia County Requirements of Pet Ownership](#)

Policy History

Date of Revision	April 27, 2023
Action and Notes	Initial Policy Upload
Approving Authority	VP of Campus Life and Student Success
Effective Date	June 2, 2023

