



ESA Renewal Checklist

_____ **Agreement to Abide by ESA Policy:** Student will sign this form verifying they read, understand, and agree to follow all components of the ESA policy.

_____ **Roommate/s Agreement:** Roommate/s will need to sign a statement verifying agreement to live in the same residence as the proposed ESA. They must print their name, sign their name, and date this statement.

_____ **Off-Campus Emergency Contact Information:** An off-campus, alternative caretaker, must be included and will be called in the event an emergency keeps the owner away from campus for a prolonged period of time.

_____ **ESA Health Documentation:** Documentation must be submitted from a professional veterinarian certifying the ESA is in good health, spayed or neutered (for dogs/cats), current on all applicable state & local vaccinations, up-to-date on general maintenance vaccinations appropriate to the species.

_____ **Renewal:** After initial approval, a renewal agreement to abide by ESA Policy must be re-filed each subsequent academic term in which ESA is requested.

Submit all materials to WCC Room 211 OR email cssas@austincollege.edu



Agreement to Abide by Emotional Support Animal (ESA) Policy

I have submitted a copy of my emotional support animal's up-to-date veterinary health documentation, including proof of immunization and spay/neuter record, to be kept on file in the Center for Student Success and Access Services. I have read the policy pertaining to emotional support animals and understand that I may be asked to remove my animal from Austin College for non-compliance with policies and procedures outlined within.

I understand it is my responsibility to communicate any relevant changes regarding my ESA agreement (i.e., roommate change, room change, updates to vaccinations, etc.)

I agree to have the emergency contact person I indicated to retrieve my animal from campus in the event of an emergency as outlined in this policy and in the policy updates on the CSSAS webpage. I understand that my animal must be removed from campus if I am quarantined or isolated on campus for COVID-19 related symptoms.

I understand I will need to re-apply for an ESA each academic year.

I understand that Austin College is not responsible for the care or supervision of my emotional support animal. I am responsible for the control and well-being of my emotional support animals at all times, including during emergency situations.

I understand that I must comply with all applicable local and state laws, as well as Austin College rules regarding vaccination, leash control, cleanup rules, animal health, and residential life policies.

Student Printed Name: _____

Student Signature: _____ Date: _____

CSSAS: _____ Date: _____



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ESA Off-Campus Emergency Contact Information

An off-campus, alternative caretaker, will be called in the event an emergency keeps the owner away from campus for a prolonged period of time.

Printed Name: _____

Phone Number: _____

Relationship to ESA Owner: _____