

Name _____ Student ID # _____

Process Information

The University of West Florida is committed to providing equal opportunity to all of its programs, activities, and services, and in compliance with the Americans with Disabilities Act (ADA) as amended in 2008, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (HUD). A student must have accepted a Housing and Residence Life Contract to request consideration to have a Service Animal in University Housing.

This form is to request a Service Animal or Service Animal in Training, and NOT an Assistance Animal.

Service Animal: As defined by the ADAAA, Service Animals are dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related to the person's disability and must always be with and under the control of the Eligible Person. The Service Animal may not be left unattended. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADAAA.

Service Animal-in-Training (SAIT): A dog undergoing training by a trainer. To qualify as a service animal, a dog must already be trained. Until training has finished, a dog is considered a SAIT.

Inquiries regarding Service Animals: In general, UWF will not ask about the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a Service Animal. UWF may ask:

1. if the animal is required because of a disability; and
2. what work or task the animal has been trained to perform.

UWF will not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Per University Policy P-19.01-01/20

How to Request a Service Animal in University Housing

To request a Service Animal or Service Animal in Training in University Housing, the student must first have an accepted Housing and Residence Life (HRL) Contract on file. Once that is in place, follow the steps below:

1. Complete Required forms

The student must complete the following and submit to Student Accessibility Resources (SAR):

- Service Animal Request Form
- Service Animal Rights & Responsibilities Form
- Veterinary records, including proof of current vaccinations

2. Submit Your Application Online

Go to uwf.edu/sar to complete the Request Accommodations application. Upload the completed documents listed above. All required forms can be found on the SAR website.

3. Monitor Your UWF Student Email

Student Accessibility Resources will notify you once your request is processed or if additional information is needed.

Request for Service Animal or Service Animal in Training in University Housing

Name _____ Student ID # _____

Student Information

Student Name _____ **UWF ID** _____

UWF Student Email _____

Home Address _____ **Local Address** _____

Home Phone _____ **Local Phone** _____

1. Is the animal a service animal required because of a disability?

- ☐ No
☐ Yes

2. What work or task has the animal been trained (or being trained) to perform?

3. Is the animal a service animal in training?

- ☐ No
☐ Yes

I understand that I am required to provide documentation verifying the animal is in good health, such as up-to-date vaccination records.

Student Signature: _____

Completed Form Submission

The completed Request for Service Animal in University Housing form, along with all required documentation, should be submitted to Student Accessibility Resources (SAR) as an attachment to the online Accommodations Request application, available at uwf.edu/sar.

Alternatively, forms may be submitted via mail, fax, or email:

By Mail:

Student Accessibility Resources
Bldg. 19/Room 100D
11000 University Parkway
Pensacola, FL 32514-5750

By Fax: 850-474-2250

By Email: sar@uwf.edu