



Student Affairs
Residence Life and Housing



Guide for Emotional Support Animals in Residence Halls

ABAC Place

ABAC Lakeside

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Welcome to the Guide to Emotional Support Animals (ESAs) in Residence Halls

The Office of Residence Life & Housing is pleased to offer this Guide to Emotional Support Animals (ESA or ESAs) in Residence Halls. This guide is an accessible, centralized location for policies and procedures regarding ESAs in our residential facilities. This guide entails policies, residential requirements, and resources. We hope this document will be your first consultation for all your ESA needs and a helpful tool in the ESA application process.

To maintain a standard of living that is fair and consistent, the ABAC Office of Residence Life & Housing requires all residents to adhere to the rules, guidelines, and policies governing ESAs in housing set forth by this guide, the [Guide to Residential Living](#), the Residential ESA Owner Responsibility Agreement, as well as the [Student Code of Conduct](#). Violations could result in sanctions or, in some cases, your animal's ESA status rescinded. Please review all information carefully and contact the Office of Residence Life & Housing if you have any questions: 229-391-5140 or housing@abac.edu

Definitions

ESA Owner: an individual who uses an emotional support animal to provide relief of disabilities through animal companionship.

Emotional Support Animals: any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are **not** considered Emotional Support Animals. Emotional Support Animals may also be referred to as Assistive Animals.

Pet: any animal kept for ordinary use and companionship that does not meet the definition of an Emotional Support Animal.

Permitted Emotional Support Animals

Emotional Support Animals are not allowed to accompany persons with disabilities in public areas of ABAC. Emotional Support Animals are allowed in a student's assigned College Housing bedroom after approval has been received from both Accommodation and Disability Services and the Office Residence Life & Housing. Students are permitted to have one ESA only. *(Note: One ESA per person in a room. If you have roommates, there may be multiple ESAs in the room. ESA Owners who are not able to successfully train their ESA to live peacefully with other animals may have their ESA approval revoked.)*

ABAC Emotional Support Animal guidelines permit a student to have an animal in the following categories:

- Dog or cat (*all other animals will be considered on a case-by-case basis*)
 - To ensure all ESAs have a positive living space, any animal that is over 50 pounds may require additional documentation prior to their arrival on campus.
- 6-Months of Age, or older

- Spayed/neuter required

Animals that are not permitted include but are not limited to: wildlife; poisonous or endangered species; snakes; deceased animals; farm, lab, or production animals; or animals that must be fed a live animal for survival. **Deceased animals are not allowed in College housing and should NOT be disposed of on campus.** To reapply for a new Emotional Support Animals in Housing, one must provide verified proof of death of the previous animal.

All animals must be pre-approved by Residence Life & Housing prior to the animal arriving on campus. No other pet or animal is allowed in housing, including pets that live at home. (Pets from home or guests with pets are **not permitted** to visit.)

Application, Selection Process, & Requirements

Students who would like to have an Emotional Support Animal on campus should follow the application process outlined below:

1. Begin the application process with the ABAC Office of [Accommodations and Disability Services](#) at ads@abac.edu or 229.391.5132 and complete the ESA Approval Form found at the following link:

<https://link.abac.edu/ESAApplication>

- The ABAC Disability Service Provider will approve/deny the student's need for an ESA Accommodation.
- The ESA Approval Officer within the Office of Residence Life & Housing will approve/deny the animal.
- Within the ESA Approval Form, the student must provide the following documentation:
- Provide a clear, full-bodied picture of the Emotional Support Animal.

For DOGS only:

- Proof of flea prevention
- Proof of spayed/neutered
- Proof of vaccinations for:
 - Canine Distemper
 - Canine Hepatitis
 - Canine Parvovirus
 - Canine Parainfluenza
 - Canine Bordetella
 - Rabies
 - Heartworm Prevention
 - Flea and Tick Prevention
 - Canine Leptospirosis
 - Fecal OVA and parasite screening with negative result
 -

For CATS only:

- Proof of flea prevention
- Proof of spayed/neutered
- Proof of vaccinations for:

- Feline Distemper (Panleukopenia)
- Feline Rhinotracheitis (FVR)
- Feline Calicivirus (FCV)
- Feline Leukemia
- Rabies
- Heartworm Prevention
- Flea and Tick Prevention
- Fecal OVA and parasite screening with negative result

All completed documents must be submitted within the ESA Application form. No paper documents will be accepted. When all documentation has been submitted and reviewed, a student may be approved to bring their Emotional Support Animal on campus. **Approval is not final until a student has been given a tag (cats) or leash (dogs) for their animal. This is the final step in the Emotional Support Animal's application process, if approved.**

Housing approval for an Emotional Support Animal is only valid for the academic year in which the documentation is submitted. Updated documentation on the ESA is required for each academic year. Emotional Support Animal owners are required to keep their animals on the **Orange, ABAC-issued leash (dogs) or wear ABAC-issued tag (cats)** any time they are out of the residential bedroom. A label for the room and apartment entrances will be provided and **must** be displayed on the doors indicating what type of pet(s) and how many live in the space. **The owner is responsible for ensuring it is always displayed. If loss or damage occurs to an Emotional Support Animal door label, please notify Residence Life staff to obtain a new one.**

Emotional Support Animal Responsibilities

ESA owners are solely responsible for the actions of their ESA, including any and all damage or injury to persons or property caused by the ESA. In conjunction with the expectations outlined in the [Guide to Residential Living](#) and [Student Code of Conduct](#), ESA owners are responsible for the following:

Care for Room/Apartment

All rooms and apartments with Emotional Support Animals must be kept clean, and free of trash, animal waste, and pests. If a Residence Life staff member determines that the room/apartment is not meeting cleanliness standards, 24 hours will be given to rectify the situation. If, after 24 hours, the room still does not meet cleanliness standards, conduct sanctions may be imposed. Financial charges can occur due to cleanliness issues. In addition, issues of cleanliness may result in a formal warning notated on the ESA Owner's student account.

Care for Emotional Support Animals

Emotional Support Animal owners must:

1. Always ensure their ESA wears proper identification
2. Maintain the health and hygiene of the ESA, including but not limited to: regular bathing/grooming, regular use of proper treatments to prevent pests of any kind (e.g., fleas, ticks); seeking veterinary treatment if the ESA becomes ill.
3. Ensure ESAs remain in their cage when the owner is not present in the room/apartment.
4. Have and provide documentation of an appropriate size carrier in their possession and accessible in the event of an evacuation, emergency, or staff request.
5. Arrange alternative care for their ESA outside of the College (not on campus) in case of an emergency or if required to remove the animal due to disruption, damage, etc. Examples

include a shelter, a friend who lives off-campus, family, etc. **Emotional Support Animals cannot be left alone overnight in the room/suite/apartment, or in another resident's room/suite/apartment, nor can roommates, other students, and/or guests assume responsibility for the care of a roommate's Emotional Support Animal. This includes, but is not limited to, walking the animal, cleaning the animal, feeding the animal, cleaning the room, etc.**

6. ESAs should not be left in their cage for an excessive amount of time. Animal needs for exercise and bathroom breaks are dependent upon the animal. ESA Owners understand that the needs of their ESA may restrict their ability to leave their room for an extended amount of time.

Consideration for Roommates

Emotional Support Animal owners **must notify roommate(s)** of what type of pet will be residing in the room/apartment, prior to the ESA coming to campus via the Roommate Emotional Support Animals agreement. The agreement should be filled out along with a discussion of expectations around living with Emotional Support Animals and owner responsibilities. It is the responsibility of the owner to carry out all reasonable requests made by roommates—including but not limited to the terms of the roommate agreement—regarding the health, safety, and comfort of the roommate(s) directly related to the presence of their Emotional Support Animals in the room/apartment.

All residents within an assigned space must approve of the presence of the Emotional Support Animal prior to the animal's arrival on campus. This approval will be collected digitally within the ESA Approval Form. If all roommates do not agree, ABAC Residence Life & Housing will make a reasonable effort to move the ESA Owner to a room that would allow the ESA. It is always the ESA Owner's responsibility and obligation to move rooms in such cases.

Consideration for Residential Facilities

ESAs may not cause a disruption to the residential community. **Approved ESAs are only permitted in the common areas of residence halls (i.e., living rooms, main hallways, stairwells, etc.) in transit to and from the residential rooms and outside to use the restroom.** ESAs are not permitted to roam outside of the room in common areas, common bathrooms, in other student suites/apartments, or in any other campus building.

It is the responsibility of the ESA owner to carry out all reasonable requests made by residents and College staff regarding the health, safety, and comfort of the community directly related to the presence of their ESA in the residence hall.

All noise violations related to the ESA will be documented and excessive noise violations may result in a formal warning.

Revocation of an Approved ESA

ESA owners are responsible for their ESA's behavior at all times while on college property. If an Emotional Support Animal is found to be violating residential standards or is a continued disruption in the residence halls (e.g., barking, odor, etc.), the ESA owner may face appropriate sanctions, which may include removal of the ESA and possible fines for non-compliance with the Housing/ESA agreement and campus policies. Violations/disturbances will be documented through the student conduct system.

All ESA Approvals are subject to a three-strike revocation system. After the first, documented incident involving the ESA, a written warning may be issued to the ESA owner. After the second, documented incident involving the ESA, a final warning may be issued and the ESA Owner may be asked to schedule a Judicial Hearing with ABAC Housing's ESA Approval Officer. After the third, documented incident, the animal's ESA status may be revoked and no longer allowed in the residence halls or campus.

All incidents of ESA aggression and/or excessive destruction of College property will result in the revocation of the ESA's approval. In such cases, the violating animal will be permanently banned from the Residence Halls. The ESA Owner may bring a different ESA *after* the academic year has come to an end.

Safety & Cleaning Inspections

Safety & Cleaning Inspections (SCIs) in residence halls are conducted monthly by Residence Life & Housing staff members. Rooms with ESAs will be subject to additional SCIs to ensure the space is sanitary and that the health and wellness of all occupants, including ESAs, are being maintained. Residence Life & Housing retains the right to conduct additional inspections in all residential facilities as necessary. If, at any other time during the year, there is a concern within the room, please report it to the Residence Life & Housing office.

If violations of the rules and policies set forth by this guide and the expectations outlined in the [Guide to Residential Living](#), and [Student Code of Conduct](#), are discovered during an inspection, residents may be subject to student conduct review, disciplinary action, and ESA revocation.

Cleaning & Damages Due to Emotional Support Animals

The ESA owner will be responsible for all additional costs and expenses that result from damage caused by the ESA, including pest issues. Corvias LLC determines the damages and expenses upon the student and their ESA vacating the room.

Damages caused by an Emotional Support Animal (e.g., stained carpet, worn/ripped furniture, pests, lingering smells, etc.) should be reported promptly so that they can be addressed by Corvias. Please report damages to abacfixit.com. For urgent or emergency maintenance situations, inform a Resident Assistant or Residence Life staff member immediately. **There may be a charge to repair the damage caused by the ESA.**

When a room/apartment is vacated, either during the academic year or at the end of it, the room/apartment will be inspected, and any damages determined to be the result of the ESA will be charged to the ESA owner who resided in the room. Damage charges are assessed to the student's account; after which, students have five (5) business days to contest any charges.

Animal Waste

ESA owners are responsible for properly cleaning up after their animals and disposing of animal waste. Failure to clean up animal waste may result in disciplinary sanctions and ESA sanctions.

All litter box waste must be removed at least **three times a week** but should be removed as often as necessary to maintain an **odor-free, clean-living environment for the ESA and residents**. Solid waste must be bagged, tied securely, and brought to outdoor trashcans or dumpsters immediately. Outdoor waste stations are located around each residential facility for ESA owner convenience.

If ESA waste is not picked up on College property a community violation will be incurred and, depending on the situation, may result in the revocation of the ESA's approval status.

Walking Pets Outside

For ESAs that need to be walked to go to the bathroom, owners **must** properly dispose of all waste left by the ESA (see section: "Animal Waste"). ESAs should not be using spaces directly in front of a building entrance/exit, sidewalk, or intramural fields to use the restroom. ESAs must be on an ABAC-issued leash at all times when on College grounds.

Reminder: ESAs should only be outside their owner's assigned room on the way to or coming back from going to the restroom or off campus. Outdoor waste stations are located around each residential facility for ESA owner convenience. **Emotional Support Animals are not permitted in buildings other than residential facilities.**

Animal Food & Supplies

Animal food must be stored securely in plastic containers to discourage pests. Pet bedding, toys, litter/litterboxes, and other supplies must be kept neat, organized, and stored appropriately.

Fire Alarms/Emergencies/Evacuations

In the event of an evacuation of the residence hall, the ESA's owner must vacate with the ESA. If the ESA's owner is not present, ONLY then is a roommate permitted to assist. The ESA must be on a leash or in a portable cage or carrier during an evacuation.

Animal Nuisance/Threats

An ESA cannot be a nuisance or a threat to anyone in the community, including other ESAs or Service Animals. ESAs must not show aggression towards other ESAs, Service Animals, individuals, or employees assisting on campus. Aggressive or repeatedly disruptive ESAs will be documented through the conduct process and required to be removed from College housing without opportunity for the animal to return.

Examples of disruptive behavior include, but are not limited to, excessive barking or continuous noise, destruction of property, roaming hallways/common areas, biting or scratching others, lunging at others, growling, aggressive body language, etc. If two or more ESAs in a room are aggressive toward each other, both ESAs may be removed from the room.

ESA complaints submitted to the Office of Residence Life & Housing or a Resident Assistant will be investigated with possible sanctions imposed if violations are found. In addition, the College may relocate owners and their ESAs. In some instances, students may be asked to remove their ESA from residential housing.

Violations

Violations of the rules and policies governing ESAs set forth by this guide, the [Guide to Residential Living](#), and [Student Code of Conduct](#), may result in sanctions, including the ESA's status as an ESA, which requires removal of the animal from the residence halls and campus. If the ESA is removed, the student is still bound to their housing contract. Failure or refusal to remove an ESA from campus will result in the College doing so on the owner's behalf and could include removing the ESA owner from on-campus housing. A student who has had their ESA removed from campus due to ESA policy violations may go through the approval process to bring a different ESA to campus the following academic year.

Abandonment, neglect, or mistreatment of an ESA by the owner or any resident of ABAC will not be tolerated. No warnings will be issued. Abuse of an ESA will result in the ESA being removed from the owner or measures taken to prevent contact with the person responsible for the abuse. In the event a removal of the ESA is necessary, Residence Life & Housing and the ABAC Police Department will work with Animal Control to remove the ESA.

Emotional Support Animals Leaving Housing

If an ESA owner decides to no longer have their ESA live with them, or if the ESA is no longer living, the ESA owner is required to notify the Office of Residence Life & Housing within three business days. If the ESA owner wants to bring a different or new ESA to campus, **they must re-apply with Residence Life and pay any applicable fees.**

Resources/Recommendations

Check local listings for information on where to find pet supplies, groomers, laundry services, and veterinary services. Although not required, the College recommends residents to seek obedience and other forms of training if they have a dog.

Local Veterinarians

- Quailwood Animal Hospital (Tifton, GA; 229-386-8794)
- Healing Paws Animal Hospital (Tifton, GA; 229-396-4665)
- Branch's Veterinary Clinic (Tifton, GA; 229-382-6055)
- Sylvester Animal Hospital (Sylvester, GA; 299-776-3923)

Local Pet Supply Stores

- Tifton Pet Center (210 Magnolia Dr N, Tifton, GA 31794)
- PetSense (192 S Virginia Ave, Tifton, GA 31794)

- Tractor Supply (149 S Virginia Ave, Tifton, GA 31794)
- Walmart (1830 US-82, Tifton, GA 31793)

Local Parks & Walking Trails

Check local websites for rules and regulations.

- Tift County Parks (409 W 2nd St, Tifton, GA 31794)
- Connor Park (420 Baldwin Dr, Tifton, GA 31794)
- Fulwood Park (817 Prince Ave, Tifton, GA 31794)
- Main Street Gateway Park (Downtown, Tifton, GA 31794)

Fines

The list below contains possible fines for room damages. **The list is not all-inclusive and other damages and fines may be assessed as deemed necessary by Residence Life & Housing and Corvias LLC.**

| Description | Amount | | | |
|---------------------------------|---------------------|------------------------|----------------------------|-------------------|
| Entry Door | \$500.00 | | | |
| Floors | \$50.00 | | | |
| Walls - Painting | \$50 for Kitchen | \$75 for Bedroom | \$100 for the Living room | \$50 for Bathroom |
| Walls - Patch | \$45 per hole | | | |
| Ceiling | \$50 for Kitchen | \$100 for Living room | \$75 for Bedroom | \$50 for Bathroom |
| Counters - Place | \$50 per counter | | | |
| Counters -Lakeside | \$25.00 | | | |
| Sink - Lakeside | \$150.00 | | | |
| Sink - Place | \$250.00 | | | |
| Sink & Tub Stoppers | \$5.00 | | | |
| Bar Stools | \$100 per bar stool | | | |
| Fire Extinguisher | \$75.00 | | | |
| HVAC Door | \$175.00 | | | |
| Tile Floor | \$50 for wax | \$150 for replacement | | |
| Carpet | \$300.00 | | | |
| Ceiling Fan - Lakeside | \$200.00 | | | |
| Bedroom Ceiling Fan - Place | \$150.00 | | | |
| Living room Ceiling Fan - Place | \$200.00 | | | |
| Ceiling Fan Light | \$45 for Lakeside | \$45 for Place Bedroom | \$65 for Place Living room | |
| Blinds | \$25 for bedroom | \$40 for Living room | | |
| Sofa | \$450.00 | | | |
| Lounge Chair | \$350.00 | | | |
| Entertainment Stand | \$200.00 | | | |
| End Table | \$200.00 | | | |
| Coffee Table | \$200.00 | | | |
| Windows | \$135.00 | | | |
| Doors | \$100.00 | | | |
| Closet Mirror | \$40.00 | | | |
| Desk - Lakeside | \$200.00 | | | |
| Desk - Place | \$115.00 | | | |
| Desk Chair | \$115.00 | | | |
| Dresser | \$100 for Place | \$150 for Lakeside | | |
| Bed | \$250.00 | | | |
| Mattress | \$150.00 | | | |
| Smoke Detector | \$150.00 | | | |
| Bathroom Floor - Place | \$35 per tile | | | |
| Bathroom Floor - Lakeside | \$50.00 | | | |

| | | |
|-------------------------|--------------------|-----------------|
| Bathroom Vanity | \$150.00 | |
| Toilet | \$200.00 | |
| Bath/Shower | \$300.00 | |
| Vent Fan | \$45.00 | |
| Bathroom Lights | \$50.00 | |
| Towel Bars | \$25.00 | |
| Bathroom Mirror | \$200 for Lakeside | \$300 for Place |
| Toilet Paper Holder | \$10.00 | |
| Onity Lock | \$250.00 | |
| Door Frame | \$100.00 | |
| Fire Safety Glass | \$2,000.00 | |
| Carpet Tile | \$25 per tile | |
| Fire Doors | \$2,000.00 | |
| Vandalism | By Quote | |
| Common Area Couches | \$750.00 | |
| Common Area Chairs | \$550.00 | |
| Common Area Decorations | \$150.00 | |
| Outlet/Switch Plate | \$5.00 | |
| Improper Trash Disposal | \$50.00/occurrence | |

****Signed Electronically within the ESA Application****

ABAC Residential ESA Owner Responsibility Agreement

I, (Print) _____, have read and understand the guidelines and requirements held within the ABAC Guide for Emotional Support Animals in Residence Halls. I hereby agree to the terms and conditions held within this document. I will follow all guidelines held within this document, the ABAC Guide to Residential Living, and the ABAC Student Code of Conduct regarding Emotional Support Animals. I understand that my ESA may have their Approval revoked due to policy violations listed within the Guide for Emotional Support Animals in Residence Halls.

I understand that the ABAC Office of Residence Life & Housing is not able to speak with anyone other than myself regarding my ESA Approval. Should I desire for an ABAC Official to speak with someone other than myself regarding this process, policy, or procedure, I must submit a FERPA Release Form, in person, directly to a member of the Office of Residence Life & Housing.

Further, I understand that ESA approval is only valid for one academic year, and I must go through the approval process each year I plan to live on campus before the start of the academic year (Fall Semester).

Signature

Date

****Signed Electronically within the ESA Application****