



### **King's Residences Emotional Support Animal Request Process**

A student requesting permission to keep an Emotional Support Animal in University Accommodation must make a formal request to King's Residence and the Disability Support team by submitting a Accommodation Disability Provision (ADP) application when registering for accommodation or no later than one month prior to arrival.

Once an ADP application has been submitted, the following should be provided to the relevant team.

To King's Residences:

- Information as to why the animal is required to live in residence with the student.
- Disclose historical data on animal behaviour.
- Details of what type of animal the student proposes to bring into University Residences.
- Evidence of any vaccinations/treatments the animal has been given.
- Evidence of Emotional Support Animal registration or training (if applicable).
- Evidence of Pet Insurance.
- Evidence of local person/ company as emergency contact to provide care for the animal.
- A signed copy of the ESA policy agreeing to the terms and conditions.

To King's Disability Support Team:

- Information as to why the animal is required to live in residence with the student.
- Supporting medical evidence of the student's medical condition and reason for the need for an Emotional Support Animal from a General Practitioner or other health professional.

Once this information has been received by both teams, it will first be discussed between King's Residences and the Disability Support team at the ADP application panel.

If the ADP is approved, then arrangements for having an animal living on the premises will be made. This will be in line with our third-party policies (available on request).

If the ADP is declined, then the discussion would be about alternative accommodation or alternative Emotional Support Animals. It will always be the wish of the University to support a student wherever possible and work towards an agreeable solution.

In the instance an Emotional Support Animal is approved, if you have already booked a room, this may need to be amended as we can only offer for ESA's to reside in certain residences and room types within our portfolio.

- Once an Emotional Support Animal has been approved the University will contact the student's prospective flat mates to inform them that a student in their accommodation or flat has been given permission to have either an Emotional Support Animal for medical reasons. No further information will be given to the other students. The other students at that point will then have the opportunity to either agree that an Animal can live alongside them, ask for further information about what this could mean for them or ask to be reallocated to another accommodation or flat (Appendix 1). At this point the King's residence would make a judgement as to the appropriate course of action if a student had a concern which could include offering either the student with the animal or the student with the concern alternative accommodation.
- King's residence will inform the Site Manager and Welfare Lead that an animal will be residing there with a student for medical reasons.

## Agreement

- By my signature below, I declare that I have read and accept the conditions stated in the Residences Emotional Support Policy and will abide by the Protocol outlined there. I agree to provide any further information as necessary should it be required by the University.

Student Name (Signed) \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

Student ID Number \_\_\_\_\_

Emergency Contact for animal care (in case of student not being on site due to unforeseen circumstance, e.g., emergency hospital stays)

\_\_\_\_\_

Date \_\_\_\_\_

King's Residence \_\_\_\_\_

Date \_\_\_\_\_