



903.693.2000 • panola.edu
 1109 West Panola • Carthage, Texas 75633

Request for a Service Animal in Panola College Housing

COMPLETED FORM SUBMISSION AND INTAKE SCHEDULING

The completed form should be submitted to dss@panola.edu or hand delivered to the DSS office housed in the Charles C. Matthews Student Success Center. To make an intake appointment, contact DSS office:

Panola College Disability Support Services Office 1109 W. Panola Carthage, TX 75633	Email Disability Support Services	dss@panola.edu
	Phone/fax contact information	903-693-2046 If calling from a TTY/TDD, use Texas Relay at 800-735-2989

STUDENT INFORMATION - to be completed by the student

Panola College will not ask about the nature or extent of a student’s disability. Panola College will reserve the right to inquire, when it is not readily apparent that the dog identified by the student is trained to do the work or perform task for the student, Residence Life Housing and Food Services and/or Student Disabilities Resources may ask the student with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform.

Student Name _____	Panola College Student ID# _____	
Student Panola College Email Address _____@students.panola.edu	Home/Cell Phone# _____	Alt Phone # _____
Student Home Address _____ _____	Campus Residence Life/Housing Address _____ _____	



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REQUIRED INFORMATION

- I have read the process and submission information pages of this document, and understand the conditions outlined.
- I authorize Panola College to **discuss** my medical information, reasonable accommodations request for housing, and room assignment with the following person(s) on my behalf.

Authorized Name _____

Relationship to student _____

Address _____

Phone Number _____

City _____

State _____ ZIP _____

Student Signature _____ Date _____

1. Is the dog a serve animal required because of a disability? NO YES

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

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information.



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Service Animal Owner Responsibilities on Campus

Service Animal Owner's Responsibilities

A student who is approved for a Service Animal will be required to meet with the Residence Life Housing staff to review and agree to the following requirements. Failure to follow these requirements may result in Panola College requesting removal of the Service Animal from campus housing.

Student's Responsibilities as the Service Animal Owner

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. Panola College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. Panola College reserves the right to request documentation showing that the animal has been licensed.
- All Service Animals **MUST** be spayed/neutered prior to being on campus.
- The student is required to clean up after and properly dispose of animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained.
- In the case of an emergency, Panola College is not responsible for evacuating the animal.
- Panola College will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the Service Animal that is beyond reasonable wear and tear. The student's living accommodation must be kept clean with no odors from the Service Animal. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspections, the living accommodation will be treated using approved fumigation methods by a Panola College-approved licensed pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in the college. Panola College shall have the right to bill the student's account for unmet obligations under this provision.
- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from college housing.



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- The Service Animal may **not** be left alone overnight in college housing to be cared for by another student. The Service Animal may **not** be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the Service Animal must accompany the student.
- The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in the college housing.
- The Service Animal is permitted in college housing only as long as it is necessary due to the student's disability. The student must notify the college, in writing, if the animal is no longer needed or is no longer in residence. To replace a Service Animal, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
- If it is necessary for the animal to be removed from college housing premises, the student is obligated to fulfill the Resident Life Housing and Food Services Contract obligations for the remainder of the contract term.

Student Signature

Date