

University of Winnipeg Campus Living Service Animal in Residence Procedure

Students who have a documented disability and require a Service Animal as an accommodation may request to house the animal with them in Residence. Prior to bringing a Service Animal on The University of Winnipeg property, the student (who is the handler) must collect and submit the following documentation to Accessibility Services. Please contact Accessibility Services at 204-786-9771 or email accessibility@uwinnipeg.ca to schedule an intake appointment with the subject line: "Service Animal in Residence Request". **You will need to submit the following to Accessibility Services:**

- Documentation on letterhead from a medical assessor, including but not limited to: physician, occupational therapist, ophthalmologist, audiologist, psychologist, psychiatrist, speech-language pathologist, or physiotherapist (*Accessibility Services can also provide a medical documentation form for your medical assessor to complete. If possible, meet with Accessibility Services prior to meeting with your medical assessor regarding appropriate accommodations and documentation.*)
 - Documentation must be dated and include the medical assessor's credentials, contact information, and signature.
 - The medical assessor must provide a detailed explanation of the need for the Service Animal as it relates specifically to the individuals' disability, and indicate the specific tasks the Service Animal performs for the handler.
- Documentation from a recognized organization certifying that the animal is trained as a Service Animal to provide assistance for a particular disability. If no such documentation is available, describe in detail the training that the animal has received.
- Documentation from a certified veterinarian on official letterhead indicating that all vaccinations are up to date and the Service Animal is in good health.
- Documentation from the City of Winnipeg Animal Registration and Licensing Department indicating that the animal is licensed.
- Additional Tenant Insurance that covers the Service Animal in the residence building (as the standard Tenant Insurance provided by Campus Living does not include this).
- Completed Campus Living "Service Animal in Residence" application form (see reverse).

After all required documentation is received by Accessibility Services, a formal review will take place and the handler will be notified of the decision.

University of Winnipeg Campus Living Service Animal in Residence Request Form

Student Name: _____ Date: _____

Student Number: _____

Room Number: _____

Type of Animal (Please attach photo): _____

Where was the animal trained? _____

What type of support is provided by the animal to the handler? (please attach a document if additional space is required)

How is the Service Animal identified? (Vest, harness etc.) _____

Do you require any additional assistance in case of an emergency? **Yes** **No**

If yes, what type of assistance is required: _____

The following records for your Service Animal are attached:

- | | |
|------------------------------------|------------|
| 1. Animal registration and license | Yes |
| 2. Certified vaccination list | Yes |
| 3. Certified health records | Yes |

Will the Service Animal be left unattended in your residence room? **Yes** **No**

If yes, the Service Animal must be caged or kenneled while unattended.

Please note, if you are leaving residence overnight(s), your Service Animal cannot be left in your residence room or with another resident.

As per the *'Services Animals On Campus Policy – Procedures'*, you are responsible for your Service Animal, including, but not limited to accompanying your Service Animal in public, restraining your Service Animal, its maintenance and well-being, and remaining in control of your Service Animal at all times.

Student Signature

Date

Office Use Only Application Approved: Yes No

Accessibility Services Staff Signature

Date

Verification Sent to Campus Living (Date): _____