



# 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 required documentation to Accessibility Services. Students should read and understand the Service Animals on Campus Policy and Procedures.

The documents can be found here:

[uwinnipeg.ca/policies/docs/policies/service-animals-policy.pdf](http://uwinnipeg.ca/policies/docs/policies/service-animals-policy.pdf)

[uwinnipeg.ca/policies/docs/procedures/service-animals-on-campus-procedures.pdf](http://uwinnipeg.ca/policies/docs/procedures/service-animals-on-campus-procedures.pdf)

Please contact Accessibility Services at **204-786-9771** or email [accessibility@uwinnipeg.ca](mailto: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:

1. 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.)
2. 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.
3. 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.
4. Documentation from a certified veterinarian on official letterhead indicating that the animal is spayed or neutered (if applicable), all vaccinations are up to date and the Service Animal is in good health.
5. Documentation from the City of Winnipeg Animal Registration and Licensing Department indicating that the animal is licensed.
6. 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).
7. Completed Campus Living "Service Animal in Residence" application form (see reverse).

## As per "Service Animals on Campus Procedures", the principal factors for consideration are:

1. Does the animal provide assistance to a person with a disability, which relates to the person's disability?
2. Has the animal been individually trained to provide assistance to a person with a disability that relates to the person's disability?

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



# Service Animal in Residence Request Form

## Student Information

Student Name:

Year of Study:

Student Number:

Room Number:

Type of Animal (please include photo):

Which semester(s) will you be living in residence with your service animal?:

## Service Animal Information

Describe typical daily behaviour of the service animal:

What type of support is provided by the animal to the handler?

Please describe the animal's behavior when providing support to the handler  
(for example, does the animal assist the handler to sit down?):

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



# Service Animal in Residence Request Form

## Service Animal Information

The following records for your service animal must be attached:

- a. City of Winnipeg animal registration and license
- b. Vaccination certificates
- c. Certified health records from a veterinarian

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.

Do you require any additional assistance in case of an emergency?

Yes  No

If yes, what type of assistance is required:

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## Service Animal Agreement

As the Resident and handler of a service animal, I agree to abide by the specific requirements and expectations outlined in the Campus Living Contract and the University of Winnipeg Service Animal Policy and Procedure while living in residence.

I agree that while living in residence, my animal will meet the following requirements:

- › Service animals must be in good health.
- › Service animals must wear a valid vaccination and identification tag.
- › Service animals must be able to behave safely in social settings and in proximity with other students.
- › As residence is a communal living environment, service animals are required to demonstrate (upon request from Campus Living Staff) that they can handle public access situations.
- › All service animals need to demonstrate the ability to master basic obedience commands and will promptly return to the handler when recalled.

Printed Name

Student Signature

Date