



Documentation for Housing Accommodations

Emotional Support Animals

All Bethany College students requesting disability-related accommodations in relation to housing and meals must register with the Office of the Section 504 Coordinator and provide up-to-date, appropriate, and objective documentation that clearly meets the definition of “disability” as provided in the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and/or any other applicable federal or state law. Determinations on reasonable accommodations will be based on the documentation submitted to the Office of the Section 504 Coordinator at the time of the student’s application and meeting with the Office.

To be approved for an accommodation to have an Emotional Support Animal at Bethany College, you must complete the following:

1. **Register** with the Section 504 Coordinator’s Office by submitting a Housing and Transportation Accommodation Application, which can be found on Bethany College’s Accessibility Services website.
2. **Submit a completed Licensed Professional Questionnaire** with a licensed professional who is credentialed in the area related to the diagnosed condition for which the accommodation is being requested. Documentation provided must not be more than one year old.
3. **Submit a Veterinarian Questionnaire.** Documentation provided must not be more than one year old.
4. **Meet with the Section 504 Coordinator or their designee.**

If a Housing Accommodation is authorized, the Section 504 Coordinator will notify the Office of Residence Life who will then work with the student to find a reasonable and appropriate housing arrangement.

The following documentation in itself is not sufficient to authorize a housing accommodation, but may be provided to assist in determination of reasonable academic accommodations.

- Individualized Education Plan (IEP)
- 504 Plan
- Psychological Test results

Please submit all documentation to the Section 504 Coordinator.



Submit this form and all other documentation to the Section 504 Coordinator:
Khali M. Carpenter
kcarpenter@bethanywv.edu
Fax: (304) 829-7788

Veterinarian Questionnaire – ESA
Updated July 2022

To be completed by the student:

Student Name: _____

I request that the following information from my veterinarian be used as documentation of my request for a housing accommodation. I understand that this documentation may be reviewed by and discussed with members of the Office of Student Life team, as appropriate. Further, I give my consent for the Section 504 Coordinator to contact my Veterinarian for additional information as needed.

Student Signature: _____ Date: _____

To be completed by the Veterinarian:

The student is requesting that this animal: _____, that is under your care, be utilized as an Emotional Support Animal. This request for documentation is in compliance with the Fair Housing Act.

****Approval/Denial is NOT solely based on answers provided on this form.**

Animal Name: _____

Breed: _____

Sex: Male Female

Age: _____

Please answer the following questions. Feel free to attach additional pages as necessary.

1. Is the above mentioned animal up to date on the following:

- a. All vaccines? Yes No
- b. If no, please explain.

2. What is the date of any upcoming rabies vaccines needed within the next 12-month period?

3. Is the animal suited for residential hall/apartment/campus life? Yes No

- a. If no, please explain.

4. Does this animal have the temperament to tolerate a campus environment? Yes No

- a. If no, please explain.

5. Last wellness check date: _____

6. Is this animal in good health? Yes No

- a. If no, please explain.

7. Do you have any concerns with this animal or any additional comments?

When submitting this form, please also include a copy of the animal's vaccine records.

Signature: _____ Date: _____

Provider Name: _____

Veterinarian Office Name: _____

Address: _____

Phone Number: _____

Email: _____