



SERVICE ANIMAL

STUDENT INSTRUCTION CHECKLIST

The College enforces a no-animal/no-pet policy in its residence halls and Campus facilities. Accommodations for service animals are implemented on a case-by-case basis based on medical documentation verifying the disability and need for a service animal. Please review the full [Service Animal Policy](#), including partner requirements, care requirements and reasons for animal exclusions.

The College reserves the right to revoke permission granted for the Campus presence of any animal ('excluded / exclusion') whose partner fails to follow the requirements set forth in the Service Animal Policy and associated procedures.

Registration Required with Student Wellness & Accessibility

Please contact the Student Wellness & Accessibility team to review the Policy, processes and documentation required. In order to process your request, please provide the following documentation to Student Wellness & Accessibility:

Service Animal Request Form. Pages 1 and 2 are completed by the student / partner, and page 3 (the **Regulated Health Professional Questionnaire / Medical Requirements for the Use of a Service Animal**) is required to be completed in full by your physician or other regulated health professional confirming that you require the animal for reasons relating to a disability and providing information relating to functional limitations related to the disability.

Documentation confirming up to date **vaccinations, proof of spaying/neutering** and ongoing animal **wellness**. Rabies and DAPP are required when you have a Service Animal in Residence. Bordetella is a required immunization for Service dogs in Residence.

Documentation confirming recent (within two years) **obedience training documentation**, e.g., "Canine Good Neighbour Program" certification, or certification under a comparable program recognized by the Canadian Kennel Club.

Current **municipal licensing documentation** for the City of current residence (e.g., Kingston, Brockville or Cornwall, not originality municipality/home address). This is a municipal by-law requirement, and fees are often waived for animals with confirmed Service Animal status.

Once you have gathered medical documentation, current vaccination records, municipal license and documentation of obedience training, contact the Student Wellness and Accessibility office to schedule an **appointment**.

Once Student Wellness & Accessibility review and validate your documentation, you will be required to sign a **Contract for Service Animal and Partner**.

At that time, you will need to provide Student Wellness & Accessibility with an electronic **photo** of your animal for the Animal ID card. Once the animal has been confirmed by Student Wellness & Accessibility to have Service Animal status, Student Wellness & Accessibility will email verification to Student ID Card staff, and will provide a copy of your animal photo. You will receive an email when your Animal ID card

is available for pick up at the Welcome Centre. Please carry your Animal I.D. card with you to verify Service Animal status.

Animals Intended to Live in Residence

Once the animal has been confirmed by Student Wellness & Accessibility to have Service Animal status, Student Wellness & Accessibility will email verification to Residence staff, and will provide a copy of your animal photo. Prior to arrival into Residence, an **animal care plan** must be provided. The plan should indicate daily care routines, including feeding, cleaning, handling and a plan for fire alarms or unexpected evacuation.

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Forms relating to the Service Animal Policy are available at: <https://stlawrencecollege.ca/campuses-and-services/services-and-facilities/student-wellness-and-accessibility/accessibility-services/service-animal-registration/>

Contact Student Wellness & Accessibility

swa@sl.on.ca

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Room 210A
Phone: 613-345-0660
ext. 5504

Cornwall Campus

Room M1440 Phone:
613-933-6080
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Kingston Campus

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