

# Service Animal Notification Form



## Disability Resource Center

204 North Lexington Avenue, Wilmore, Kentucky 40390 | 800.2ASBURY | asburyseminary.edu  
859.858.2188 | fax: 859.858.2021 | [student.services@asburyseminary.edu](mailto:student.services@asburyseminary.edu)

For residential students who utilize a Service Animal, or if a family member of a residential student who utilizes a Service Animal, the student notifies Residence Life of the need for a Service Animal in Seminary housing by making notification of the presence of the animal using this **Service Animal Notification Form**.

- A. This form is completed at the same time that the student completes the respective **Application for Housing**.
- B. The notification should be made at least thirty (30) days prior to the move-in date. The Seminary cannot assure that the housing preference can be met if the notification is made with less than 30 days' notice. Given housing limitations, the Seminary's ability to process the housing application may be significantly decreased when the form is not submitted in a timely fashion (including when the need for a Service Animal develops after the deadline).
- C. In the event that an individual makes notification of the presence of a Service Animal without meeting this time frame and one or more current roommates/suitemates are not in approval of the arrangement, Residence Life will make every effort to find another location for the individual to reside with the Service Animal.
- D. Roommates or suitemates of students who maintain a Service Animal will submit the **Roommate/Suitemate Agreement: Service or Support Animals**.

## Student Information

STUDENT NAME		STUDENT ID#	
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE	DATE		

In the event the request for a Service Animal is for a family member who will be residing in Seminary housing, please identify the family member and age of the family member.

NAME	AGE
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## Service Animal Information

TYPE OF SERVICE ANIMAL	BREED	
NAME OF ANIMAL	COLOR OF ANIMAL	AGE OF ANIMAL

**Please submit vet records showing rabies vaccinations, as appropriate to species, with paperwork and a photo of the animal.**

In the event that the owner of the Service Animal is unable to attend to the Service Animal during an emergency situation of any kind, below is the contact person who would assume responsibility of a Service Animal. The surrogate individual is someone who does not reside on Seminary property.

**Surrogate Contact Information**

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SURROGATE NAME

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STREET ADDRESS CITY STATE ZIP CODE

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PHONE EMAIL

I have read and understand the Asbury Theological Seminary Service Animal Policies and Procedures for Students, and agree to abide by these in their entirety.

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STUDENT SIGNATURE DATE