

## Student and Animal Information

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

NEC ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ NEC Email Address: \_\_\_\_\_@necmusic.edu

Gender:  Male  Female  Other: \_\_\_\_\_

Student's Housing Assignment: \_\_\_\_\_  
Floor and Room Number

### Animal Information

Animal Name: \_\_\_\_\_ Type of Animal/Breed: \_\_\_\_\_

Physical Description of Animal: \_\_\_\_\_

**Emergency Contact for Animal:** (Please note: This person cannot be another student who lives in Residence Hall. If there is an emergency that requires the person to pick up the animal, they must be able to get to campus within one hour.)

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip/Postal Code

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

**Roommate/Suitemate Acknowledgement**

*By signing below, I understand that I will share the room/common areas of my assigned residential space with the approved emotional support/assistance animal. Should I have any concerns regarding the care and control of the approved animal, I will discuss them with the approved animal's owner. If an agreement regarding the animal's care cannot be reached, I will communicate my concerns with the Senior Associate Dean of Students by calling 617-585-1311 or emailing Rebecca.Teeters@necmusic.edu.*

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Roommate's/Suitemate's Printed Name	Signature	Date
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Roommate's/Suitemate's Printed Name	Signature	Date
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Roommate's/ Suitemate's Printed Name	Signature	Date
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## **Indemnification and Hold Harmless Agreement for Service or Emotional Support Animals**

The undersigned student, or parent/legal guardian if student is under the age of 18, fully agrees to indemnify and hold harmless New England Conservatory as well as any of its officers, employees, staff or Board members against any and all claims arising out of or related to the use of any animal the student will bring on campus to use as a service animal or emotional support/assistance animal, whether such animals have been brought on the campus of New England Conservatory or may be utilized during any off campus event which has been sanctioned by New England Conservatory, if the animal damages any property or should cause any personal injury to any student, faculty member, Conservatory employee or visitor, or any other person which may come on the campus of New England Conservatory or attend any event which has been sanctioned by New England Conservatory. Such animals include, but shall not be limited to, any animal which may provide emotional support, comfort, therapeutic benefit or companionship to a student.

In holding harmless and indemnifying New England Conservatory, as well as any faculty, employees, staff or Board members, "personal" injuries may include or arise out of any complaints concerning noise or unwanted odors resulting from the animal, allergic reactions, or as a result of the animal causing direct personal bodily injury to any person.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian  
(if student is under the age of 18)

\_\_\_\_\_  
Date

## **Emotional Support Animal (ESA) Agreement**

The student/applicant should initial each section.

\_\_\_\_\_ I understand I may be denied request for an emotional support animal (ESA) if it causes undue administrative or financial burden, if there are insurance restrictions based on breed or species, if the animal poses a direct threat to the health and safety of others, and/or if the animal would fundamentally alter NEC housing policies.

\_\_\_\_\_ Current medical documentation must be submitted by a licensed psychiatrist/psychologist/physician with whom I have had a working relationship. This must be done before consideration will be given to the request for an ESA.

\_\_\_\_\_ ESAs must have current vaccination registration records. In instances where a dog or cat is approved, records of sterilization must also be submitted. The up-to-date veterinary records must be submitted to the Assistant Dean of Campus Life.

\_\_\_\_\_ It is my responsibility to feed and clean the animal and to pick up and properly dispose of animal waste. Proper disposal includes the use of plastic bags that are sealed and placed in the appropriate trash container. If I need to bathe my animal, I will take it off campus to do so.

\_\_\_\_\_ If the animal is taken outside of the residence hall (e.g. for toileting), it must be under the control of the owner. This can include by leash or other tethering device. I understand that the animal is NOT allowed to attend class, be in other buildings on campus, be in food service areas, be taken to other students' rooms, be in the lobby or other areas of the SLPC, or attend campus events unless specified by the Assistant Dean of Campus Life.

\_\_\_\_\_ I will consider the health and safety of fellow students, faculty, and staff while keeping my ESA on campus.

\_\_\_\_\_ If I am leaving campus for 24 hours or longer, I will make alternative, off-campus accommodations for my ESA, or take it with me.

\_\_\_\_\_ I understand that I may be charged for any damages, cleaning, or abatement that are a result of my ESA.

\_\_\_\_\_ Animals must be well behaved (i.e., no loud noises) and not disturb students living within the residence hall. If the animal disturbs other students, I may be asked to remove it from campus.

\_\_\_\_\_ I accept full responsibility for the actions of my ESA. I will not hold the Conservatory liable for injuries that my animal may cause to others and understand that liability insurance is recommended.

\_\_\_\_\_ I understand that if approved, the period for which the ESA may be present for is one academic year and that I must register a similar request for subsequent years that I am enrolled at NEC.

\_\_\_\_\_ If approved, Residence Life will notify other members of the community about the ESA so they are aware of its presence, that it is not a pet, and that they have no obligation to care for the animal.

\_\_\_\_\_ I understand that I must submit all of the up-to-date and appropriate documentation to the Office of Student Services before consideration will be given for the accommodation of an emotional support/therapy/comfort animal. It is also understood that I must have written approval from the Office of Student Services before my emotional support/assistance animal may be brought to campus.

\_\_\_\_\_  
Date

**For Office Use Only**

\_\_\_\_\_ Appropriate and up-to-date documented received from licensed psychologist/psychiatrist.

\_\_\_\_\_ Veterinary records received for the animal.

\_\_\_\_\_ Agreement initialed and returned.

\_\_\_\_\_ Animal registration form submitted.

\_\_\_\_\_ Roommate/suitemate acknowledgment received.

\_\_\_\_\_ Signed indemnity clause received.

\_\_\_\_\_ Copy of liability insurance received (optional).

Please mail, fax, or email\* completed form and documentation to:

**Disability Support Services**

Office of Student Services  
New England Conservatory  
290 Huntington Ave.  
Boston, MA 02115  
Email. [dss@necmusic.edu](mailto:dss@necmusic.edu)  
Phone. 617.585.1310  
Fax. 617.585.1315

\*For secure email upload instructions please see the last page of this form.

Secure Email Upload Instructions

- Go to this site: <https://necmusic.secureemailportal.com/>
- At the bottom of the page you will see a box that says New to Secure Email? Click the box that says Register.
- Enter your personal email address and create a password. Then click Register
- You will get a confirmation message to your email account that you click on to accept. Click on the link in the email.
- You will be asked to activate your new password. Click Activate. On the next page click Continue.
- You will be taken to the login page. Enter your email and password and click Sign In.
- Once you are logged in, click the tab that says Compose.
- Under To: select Disability Support Services from the drop down menu.
- In Subject: put Your Name, Accommodation Request
- Click on the Box that says Attach File. You will be able to upload the completed form you have saved on your computer.
- Feel free to write message and then click the button at the top that says Send.