



SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY

Cultural Center for Language Studies

Service Animals

The task(s) performed by the service animal must be directly related to the person's disability.

CCLS allows dogs to perform the tasks of a service animal on its premises.

Emotional Support Animals

An emotional support animal (also known as a comfort animal) provides reassurance just by being with a person. They do not qualify as service animals.

CCLS has chosen to allow emotional support cats and dogs on its premises, ONLY if these three conditions are met:

- The animal owner has obtained a note from a licensed medical professional attesting to the handler's need of a comfort animal.
- The animal owner has obtained prior approval from a qualified staff member (CCLS Director, Academic Coordinator or President)
- The animal does not pose a threat of harm or disruption to others or the class.

The owners of emotional support animals must comply with the same limitations, restrictions, and requirements as service animal owners, which appear below. Owners that do not uphold these responsibilities may be asked to remove an emotional support animal from the premises.

Animal Handler's Responsibilities

Individuals who bring a service or emotional support animal onto our premises are expected to:

- Keep the animal harnessed, leashed, or tethered, unless these devices interfere with an animal's work or an owner's disability prevents them from using these devices.
- Control the animal through voice, signal, or other effective controls, if the animal cannot be harnessed, leashed, or tethered.
- Maintain the animal absolutely quiet while on CCLS premises. Classes and staff work cannot be disrupted by animal noises and movements. Service and emotional support animals are to sit under its handler's desk during class or working hours.
- Ascertain to keep the animal at a distance from individuals who fear or are not comfortable in the presence of animals or have a severe allergy to animal's fur.

The service or emotional support animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler.

The service or emotional support animal's handler is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.

CCLS rights:

CCLS does not have to provide care, food, or a special location for the service or emotional support animal to relieve itself.

We reserve the right to remove a service or comfort animal from the premises if it:

- Is out of control and the handler does not take effective action to control it.
- Poses a direct threat to the health or safety of others.
- Is not housebroken.
- Is not absolutely quiet during class or the handler's shift.
- Disturbs students or CCLS staff and faculty while on the school premises.

CCLS reserves the exclusive right to limit one comfort animal per classroom and working areas. A service animal takes priority so if there is a service animal in a classroom or working area, comfort animals will not be allowed. If no service animals are present, comfort animal handlers will alternate days so there is never more than one animal in each classroom or work area at the same time.

If a service or assistance animal must be removed from the premises, absent other circumstances, the owner may re-enter the premises and attend classes or work without the service or emotional support animal.

I have read, understand, and will fully comply with this policy.

Name: _____

Signature: _____ Date: _____