

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 Associate Dean of Student and Academic Affairs by emailing rod.vester@necmusic.edu.

Roommate's/Suitemate's Printed Name

Signature

Date

Roommate's/Suitemate's Printed Name

Signature

Date

Roommate's/ Suitemate's Printed Name

Signature

Date

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, facility 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 is 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 Associate Dean of Student and Academic Affairs.

_____ 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 a 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 Associate Dean of Student and Academic Affairs.

_____ 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 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 Accessibility Resource 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:

Accessibility Resource Services

Office of Academic and Student Affairs

New England Conservatory

290 Huntington Ave.

Boston, MA 02115

Email. ars@necmusic.edu

Phone. 617.585.1310

Fax. +1 857 465 7943

*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/>

Step 1: Register for Secure Email

- Scroll to the bottom of the page to New to Secure Email? Click the box that says Register."
- Enter your personal email address and create a password.
- Click Register.
- Check your email for a confirmation message and click the link to verify.
- Click Activate when prompted to activated your new password, then click Continue.

Step 2: Log In

- You will be taken to the login page.
- Enter your email address and password.
- Click Sign In.

Step 3: Compose Your Message

- Once logged in, click the Compose tab.
- In the To: field, select Disability Support Services from the drop-down menu.
- In the Subject: line, type Your Name, Accommodation Request.

Step 4: Attach Your Form

- Click Attach File and upload the completed form you have saved on computer.

Step 5: Send Your Message

- (Optional) Write a message in the email body.
- Click Send at the top of the page.