



Emotional Support Animal Request Guidelines

Introduction

The University of Nottingham is committed to fostering an inclusive and equitable teaching and learning environment to the benefit of all students.

This guidance aligns with the University of Nottingham's Student Animal Code of Conduct and is designed for students and applicants who are seeking to request an emotional support animal. Each Emotional Support Animal request will undergo individual assessment on a case-by-case basis.

These guidelines are for requests to bring an emotional support animal into university owned accommodation. Requests for private accommodation should be made to the landlord. Emotional support animals are not currently covered by legislation equivalent to assistance animals. Students should seek support via [Students' Union Advice](#) where they need assistance communicating with landlords about these requests.

What is an Emotional Support Animal?

An Emotional Support Animal refers to a companion animal that provides therapeutic benefits to individuals with disabilities. These animals offer support to their owners through their presence and companionship, and do not assist with practical daily tasks or directly help someone get around.

Presence on Campus

Emotional Support Animals are not permitted to access university premises outside of the owner's allocated university accommodation. They are not permitted to accompany their owner to any teaching or learning.

Owner Rights and Responsibilities

Insurance:

Owners must ensure where it is possible to do so that their emotional support animal is covered by full Public Liability Insurance. The insurance should provide cover for claims arising for injury or property damage caused by the animal which have arisen from negligence.

Animal Behaviour:

Owners are responsible for preventing and correcting misbehaviour of their emotional support animal, ensuring that they do not harm others or cause damage to property.

Cleanliness:

Owners are responsible for keeping the animal and their habitat clean to ensure that any odours do not permeate into communal living areas. Any additional cleaning costs resulting from the animal and its habitat will be paid for at the end of the tenancy contract period.

Animal Care and Supervision:



Owners take full responsibility for the animal, including their welfare, cleanliness, safety, and security. The animal must be kept in the owner's accommodation at all times and are not permitted within communal areas of the accommodation or University of Nottingham sites.

Emotional support animals are not permitted into teaching and learning spaces.

All emotional support animals must be kept in a good state of health, be regularly checked by experienced veterinarians, and have up to date vaccinations and worming and flea treatments where necessary.

Damage:

Owners are liable for any damage caused by their animal to persons or University property. Any damage to persons or University property caused by an animal whilst on University premises should be reported by the owner immediately to an appropriate staff member. If you do not know who this is you can contact Security. In the event that your animal causes damage to University property, the University may seek to recover the cost of such damage from you. For support in understanding these procedures you can access support via SU Advice who can offer independent and confidential advice.

How to Apply for an Emotional Support Animal

Step 1: Inform Disability Support Services that you would like to bring an emotional support animal on to campus by completing our [Emotional Support Animal Request Form](#)

Step 2: Provide supporting documentation via NottinghamHub or email to disability-supportservices@nottingham.ac.uk

Required Documentation:

- Medical evidence confirming the status of your disability/medical condition and the need for an Emotional Support Animal.
- Evidence of Public Liability Insurance
- Evidence of up-to-date vaccination record
- Evidence of regular flea and worm treatment, in line with veterinary guidance

The request will undergo review by a panel of university staff to determine if an emotional support animal can be approved as a reasonable adjustment.

We will aim to notify you of any decision within one calendar month of receiving your supporting documents.

You must have an agreed outcome email which states that your request to bring an emotional support animal is considered a reasonable adjustment before the animal into your accommodation.

Contacts

For any questions, please contact Disability Support Services: disability-supportservices@nottingham.ac.uk

Emotional Support Animal Request Process

