

<b>Title:</b> 文件名：	Emotional Support Animal Policy and Procedure 情感支持动物政策和程序
<b>Policy Owner:</b> 文件所有者：	Office of Academic Support and Disability Services 学术支持及残疾服务办公室
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<b>Applies to:</b> 适用于：	All Tianjin Juilliard Graduate Students 天津茱莉亚全体研究生
<b>Effective Date:</b> 有效日期：	September 17, 2020 2020年9月17日

In accordance with the [Fair Housing Act \(FHA\)](#) and [Section 504 of the Rehabilitation Act of 1973](#), an individual with a disability may be entitled to keep an emotional support animal in housing facilities that otherwise do not allow pets. An emotional support animal—which can include animals other than dogs—may be permitted as a reasonable accommodation when an individual with a disability requires the animal in order to have an equal opportunity to use and enjoy the housing. The Tianjin Juilliard School recognizes the importance of assistance animals to individuals with disabilities. The Office for Academic Support and Disability Services (OASDS) engages in a collaborative process to determine eligibility for reasonable accommodations, including the need for an emotional support animal, as defined in this policy. OASDS is responsible for implementing this policy and for guiding individuals with disabilities in documenting their specific requests for accommodation, as appropriate. Each request will be evaluated on a case-by-case basis, with due consideration given to the needs of the individual and the concerns of the Tianjin Juilliard community.

根据公平住房法案（联邦住房管理局）和 1973 年通过的健康恢复法案第 504 条，一个有残疾者可能有权在不允许携带宠物的住房中携带一支情感支持动物。此情感支持动物-包括除狗之外的动物——可能获许作为一个合理便利使残疾者有一个平等机会使用并享受住房的机会。天津茱莉亚音乐学院认识到辅助动物对残疾人士的重要性。天津茱莉亚学院办公室学术支持和残疾服务（OASDS）如本政策定义，通过协作过程确定是否有资格作出合理的安排，包括情感支持动物。OASDS 负责实施这项政策和指导残疾人士记录他们的具体要求以便提供服务。对每个要求都要在具体情况具体分析基础上作出评估，还要考虑个人需要以及天津茱莉亚学院社区关切的问题。

## DEFINITIONS

### 定义

## Emotional Support Animal 情感支持动物

An emotional support animal (ESA) is a domesticated animal that provides therapeutic support and comfort to an individual with an identified disability. Unlike service animals, which are defined in and provided for under the federal Americans with Disabilities Act, ESAs are not individually trained to perform work or assist with daily living tasks and, therefore, do not accompany the person with a disability at all times. ESAs are only permitted in the individual's assigned residential room and outdoor spaces, where appropriate, under proper handling. Individuals seeking more information are encouraged to contact OASDS.

一个情感支持动物（ESA）是经过驯养的动物，能够为已确定的残疾人士提供治疗支持和舒适。不同于联邦残疾美国人法案定义的服务动物，ESA 并非个别地接受过培训做工作或者协助日常生活任务，因此不全程陪同残疾人士。ESA 仅允许在个人的指定住宿房间以及合适的户外空间，还要处理得当。寻求更多的信息，请联系 OASDS。

## Individual with a Disability 残疾人士

An individual with a disability is a person who a) has a physical or mental impairment that limits one or more major life activities, or b) has a record of having or being perceived as having such an impairment.

残疾人士有一个身体或精神障碍，限制了一个人或更多主要的生活活动，或有记录具有或者被认为具有如此的障碍。

## POLICY 政策

Under the FHA, a person may keep an ESA in her/his residence hall room as a reasonable accommodation if:

1. The individual has a disability;
2. The animal is necessary to afford the individual an equal opportunity to use and enjoy campus housing; and
3. There is a direct identifiable relationship between the disability and the assistance the animal provides.

根据公平住房法案，如果符合以下情况，一个人可以在她/他的宿舍房间携带情感支持动物则视为合理便利：

1. 此人有残疾；
2. 有必要携带此动物以使这个人有一个平等机会使用并享受校园住房；和
3. 在残疾人士于动物提供的帮助之间有直接的可辨认关系。

The Tianjin Juilliard School will also consider other factors including, but not limited to, the nature and extent of the person's disability and the limits it imposes on a major life activity; and

whether the individual possesses veterinary verification of routine care of the ESA, including appropriate vaccinations.

天津茱莉亚学院将还要考虑其他因素包括，但不限于，此人的残疾性质和程度及对其主要生活活动造成的限制；和是否此人拥有兽医常规检查的证件，包括适当的疫苗接种。

An ESA is not required to have specialized training, certification, or be licensed as an assistance animal; however, the ESA must be under the control of its owner at all times. When the animal is transported outside the individual's assigned residential room, the ESA must have a harness, leash, other tether, or cage unless either a) the individual is unable because of a disability to use a harness, leash, other tether or cage; or b) the use of a harness, leash, other tether or cage would interfere with the ESA's safe, effective performance of assistance. In such cases, the animal must be otherwise under the individual's control by voice commands, hand signals, or other effective means.

ESA 不需要专门的培训、认证、或者许可成为一个协助动物；然而 ESA 必须全程在主人的控制之下。什么时候这动物要离开指定的住宅房间，ESA 必须有一个安全带、皮带、其他系绳或笼，除非 a) 残疾人士无法使用安全带、皮带，其他系绳或者笼子；或 b) 使用安全带、皮带、其他系绳或笼子会干扰 ESA 提供安全有效的援助。在这种情况下，主人必须是经过语音命令、手势或其他有效方式控制动物。

An individual may be asked to remove an ESA from campus housing if the animal is not controlled or the individual does not take effective action to control it, or if the animal a) poses a direct threat to the health and safety of others, b) causes substantial physical damage to the property of others or c) poses an undue financial and administrative burden on the School.

在下面情况下，此人会被要求搬出校园住房：如果这动物是不受控制或主人不采取有效的行动控制它，或者如果这动物 a) 直接威胁到其他人的健康和安全，b) 对其他人造成重大物理财产损失，或 c) 给学校造成不当的金融或行政负担。

#### Procedure for Requesting an ESA Accommodation

合理要求 ESA 的程序

An Individual with a disability who needs an ESA in the residence hall must first complete the Disability Accommodation Request process.

一个残障人士需要在宿舍携带动物必须首先完成残疾人住宿申请流程。

OASDS works in collaboration with Residence Life on all ESA requests. Students must request an ESA 30 days in advance of the need. To make a request, the individual must complete a Disability Accommodation Request form and provide appropriate and timely documentation as required under this policy. Students should visit the OASDS webpage to learn more about the process.

OASDS 与住宿生活部合作处理所有 ESA 申请。学生必须在需求 ESA 前三十天在前作出申请，个人必须完成残障人士住宿申请并根据本政策要求提供适当的文件。学生应该访问 OASDS 网页获取更多有关程序的信息。

OASDS will carefully review this policy during the intake meeting with the requesting individual. An ESA is not permitted in the residence hall until OASDS has approved the request for an ESA, the student, and Residential Life have been notified, and the individual has signed a Service or Emotional Support Animal Owner Agreement and an Approved Service or Emotional Support Animal Registration Form. Each academic year after, students approved to have an ESA in the residence hall must submit a renewal request for review. The renewal may require updated or additional supporting documentation.

OASDS 将与申请人见面时仔细解释本政策。一个 ESA 是不允许带到宿舍的，直到 ESA 请求以获批准、学生和住宿生活部已经得到通知，并且个人已签署服务或者情感支持动物所有者协议和已批准服务或者情感支持动物登记表。每个学年后，学生获准宿舍里有 ESA 必须提交续签申请。续签可能要求更新的或者额外的支持文件。

### Required Documentation

#### 文件要求

An individual requesting an ESA must provide OASDS with appropriate medical documentation from his or her treatment provider. The documentation must include a signed statement, on professional letterhead, from a qualified and credentialed practitioner (usually a treating physician or mental healthcare provider). The physician or mental healthcare provider must be familiar with the professional literature concerning the assistive and/or therapeutic benefits of assistance animals for people with disabilities.

申请 ESA 必须向 OASDS 提供由医护人员签署的适当的医疗文件。文档必须包括一份使用专业信笺抬头的签名声明，一名合格且有资质的从业人员（通常指治疗医生或心理健康服务者）。医生或心理健康服务者必须熟悉有关辅助和/或辅助动物对残疾人士的治疗益处的专业文献。

At a minimum, the statement from the treating medical professional must include the following:

1. The credentials and contact information of the treating medical professional; a professional with the appropriate training in diagnosing psychological and/or psychiatric disorders.
2. A statement confirming that the person has a disability (diagnosis is not required on the document).
3. A statement identifying how the ESA serves as an accommodation for the verified disability and a description of the support/relief the ESA will provide;
4. A statement on how the need for the ESA relates to the ability of the individual to use and enjoy on-campus housing;

5. Any additional information that OASDS may reasonably need to understand the basis for the professional opinion.

作为最低要求，医疗专业人员的证明必须包括以下内容：

1. 医疗专业人员证书和联系信息；具有适当的专业培训以诊断心理和/或精神障碍。
2. 证明此人有残疾（不需诊断书）。
3. 证明 ESA 如何为已核实的残疾人提供服务及 ESA 将要支持/服务的描述。
4. 证明 ESA 需要与个人使用和享受校内住房的能力的关系；
5. 任何附加信息 OASDS 合理需要以便理解专业意见的依据

The required statement must be dated within the last 12 months. To determine eligibility, the OASDS staff member may need to speak directly to the individual's physician or mental healthcare provider. Under such circumstances, the individual will need to sign a release allowing OASDS access to that information.

所需证明的日期必须是最近 12 个月。为了确定资格，OASDS 职员成员可能需要直接联系此人的医师或者精神咨询师。在这样的情况下，个人需要签署许可允许 OASDS 接触这些信息。

### Responsibilities of ESA Owners

#### ESA 主人的责任

- Owners of ESAs ("Owners") are solely responsible for the care, health, and well-being of their ESAs, including maintaining regular dietary requirements, veterinary care, exercise, grooming, flea and tick removal, and companionship, as needed by the type of animal. ESA 的主人（“主人”）独自负责 ESA 的护理、健康以及福祉，包括维护常规的饮食要求、兽医护理、运动、梳理毛发、除跳蚤并根据动物类型的需要，进行陪伴。
- The ESA must have a health statement, including vaccination records, from a licensed veterinarian dated within the past year. This record must be provided before the owner moves into the residence hall. Proof of good health from a veterinarian must be provided on an annual basis. ESA 必须有一个健康证明，包括执业兽医提供的过去一年内接种疫苗记录。这个证明必须是主人搬进宿舍之前提供。必须每年提供一次兽医出具的健康证明。
- The residence may be inspected for fleas, ticks, and other unwanted pests once a semester, or as needed. The owner is responsible for covering the costs of any necessary fumigation or other treatment method used by Tianjin Juilliard to remove unwanted pests. 该住所每学期一次或根据需要检查跳蚤、蜱虫、以及其他有害生物。ESA 主人负责包括天津茱莉亚学院使用的任何必要的熏蒸或其他处理方法除去有害生物的所有花销。
- ESAs may not be left overnight in the residence hall without the owner. Arrangements for off-premises care must be made if the owner will be away from School overnight.

ESA 在没有主人的情况下不可以在宿舍里留下过夜。如 ESA 主人不在学校过夜，必须安排校外护理。

- If the owner fails to remove the ESA due to vacation or extended leave, the School reserves the right to remove and board the animal at the owner's expense, until the owner returns to the residence hall.  
如果在假期或延长假期期间，主人未带离 ESA，学校保留移走动物的权力，费用由主任负担，直到其返回宿舍。
- The owner must comply with all relevant local laws and ordinances pertaining to the animal.  
ESA 主人必须遵守地方有关动物的法律以及法令。
- The owner is responsible for ensuring that the ESA does not unduly interfere or adversely affect the routine activities of other residents or pose a threat to the health, safety, or property of anyone in the community.  
主人负责确保 ESA 不会不当干扰或其他居民的日常活动造成不利影响，或对所有社区成员健康、安全或财产构成威胁。
- The owner is responsible for ensuring the cleanup of the ESA's waste (e.g., urine, excrement, fur, cage shavings, etc.) in an approved area. The owner must clean up after the ESA in public places immediately, by using a plastic bag and disposing of it in an outside trash receptacle. The owner must remove cat or other small animal waste to an approved waste removal area using a heavy-duty plastic bag. All non-caged animals must be house trained, or their waste must be contained in a cage or litter box. The animal's belongings must be laundered off-campus.  
主人负责确保清理 ESA 的废物（例如尿液、排泄物、毛皮、笼等。）到一个得到正式认可的区域。在公共区域必须立刻清理，使用塑料袋然后扔进室外垃圾桶容器。主人必须将猫或其他小动物的垃圾使用重型塑料包放到一个认可的垃圾移除区域。全部非笼养动物必须是经过家训，或者他们的垃圾必须包含在笼或者垃圾盒子。动物的物品必须是在校外清洗。
- Dogs and cats must be spayed or neutered.  
小狗和猫必须是绝育或者已绝育。
- The ESA is not allowed outside the residence hall room without being attended by the owner. The ESA may accompany the owner to residence hall common areas (e.g., laundry rooms, lounges) if the ESA is under the owner's control (on a leash or in a carrier) and if the presence of the animal does not substantially interfere with other residents' reasonable use and enjoyment of the common areas.

未经主人陪同禁止将 ESA 带出宿舍房间。ESA 可以陪同主人前往宿舍公共区域（例如洗衣店房间、休息室），只要 ESA 在主人控制之下（狗绳或载体）及如果此动物不会实质性地干扰其他居民的合理使用和享用的公共区域。

- The owner is responsible for any damage to person or property caused by the ESA.  
ESA 主人负责 ESA 对任何人或者财产造成的损失。
- For Owners with roommates: All roommates or suitemates of the owner must sign an agreement acknowledging that the approved ESA will be in residence with them. If at a later time, one or more roommates or suitemates do not approve, the Owner and ESA or the non-approving roommates or suitemates may be moved to a different room (to be determined by the OASDS and Residence Life).  
对于有室友的 ESA 主人：所有室友或套房伙伴业主必须签署一个文件同意承认 ESA 将要跟他们一起居住。如果在后来，一个或多个室友或套房室友不同意，主人和 ESA 或者不同意的室友可能会被转移到另一个房间（由 OASDS 和宿舍决定）。
- The owner agrees to continue to abide by all other School policies, including housing policies. Any violation of this policy may result in immediate removal of the ESA from the School. An appropriate School official may also review reported violations for possible disciplinary action.  
ESA 主人同意继续遵守所有其他学校政策，包括住房政策。任何违反本政策的政策可能导致 ESA 立即从学院移除。有关学院官员可能还审查举报的违规行为以采取可能的纪律处分。
- Should the ESA be removed from the premises for any reason, the owner is still required to fulfill his or her housing obligations for the remainder of the housing contract term.  
如果 ESA 不管何种原因被移除，其主人仍需履行他的或她住房合同期限内的住房义务。

### Removal of an Emotional Support Animal

#### ESA 移除

- The Owner must notify OASDS in writing if the ESA is no longer needed or is no longer in residence. To replace an ESA, the owner must file a new Emotional Support Animal Accommodation Request Form.  
如果 ESA 是不再需要或已不再住所 ESA 主人必须书面通知 OASDS。要更换 ESA，主人必须提交新的情感支持动物住宿申请表。
- An ESA may be removed from the premises if the animal's health or safety are negatively impacted, if the animal is a direct threat to the health or safety of others, if the animal's presence would result in substantial physical damage to the property of others, or if the animal substantially interferes with the reasonable enjoyment of the housing by others.

如果动物们的健康或安全受到负面影响的，ESA 可能会被移除；如果动物直接威胁到其他人健康或安全，如果该动物的存在将对其他人财产造成重大损失，或者如果这动物大幅干扰其他人合理享受住房。

## Appeals 上诉

If a decision is made that denies a request or to remove an ESA, the owner may request an appeal of the decision in writing to the Associate Dean of Student Development. Appeal requests must state a specific reason for reconsideration. Appeals will be reviewed by an ad hoc committee, including any relevant personnel.

如果收到决定拒绝申请或要移除 ESA，主人可以书面请求上诉给学生发展部总监。上诉请求必须说明具体的原因以便重新考虑。上诉将由特设委员会审核，包括任何相关人员。

By my signature below, I confirm that I have read, understand and will abide by the guidelines in the Tianjin Juilliard Emotional Support Animal Policy (ESA) and Procedure. I understand and agree that my ESA must be under my control at all times.

通过我的签名，我确定我已经阅读，理解和将遵守天津茱莉亚学院情感支持动物政策（ESA）和程序。我理解和同意我的 ESA 必须全程在我的控制之下。

**Owner Name:**

(Please Print)

**Signature:**

**Student ID:**

**Date:**

**OASDS Staff Name:**

(Please Print)

**Signature:**

**Date:**