2017-2018 HOUSING ADJUSTMENT FORM

Name: Last
First
UID#

Please complete this form and submit the requested supporting documentation if applicable.

*Requests must be submitted at least two (2) weeks prior to end of enrollment period/term.*

☐ The Housing status currently used by the Financial Aid & Scholarships Office is incorrect.
(See Sec. A)

☐ Mid-Quarter/Year change to housing status as of (term/date) _______________. (See Sec. A)

☐ I am a single parenting-student, my rent is $___________ (See Sec. B & C)

☐ I want to request an increase to cover a higher rent cost that is allowed in the standard budget. (See Sec A)

Standard Budget Used

<table>
<thead>
<tr>
<th>Undergraduate:</th>
<th>Off Campus $7,998 Academic Year ($889 monthly)</th>
<th>On Campus $13,976 Academic Year ($1,553 monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate:</td>
<td>Off Campus $11,274 Academic Year ($1,253 monthly)</td>
<td>(Blank)</td>
</tr>
</tbody>
</table>

We will allow a maximum of $200 per month for rent cost that exceed the standard allowance.** Rent add-on will be funded with loans. Federal regulations require that all loans offered must be divided equally across all quarters of enrollment.

SECTION A: Change in Housing Status (Check One)

From
☐ On–Campus ☐ Off-Campus ☐ Commuter
To
☐ On–Campus ☐ Off-Campus ☐ Commuter

Definition and Instructions

**On-campus** (residence halls, residential plazas or residential suites only): Please submit a signed copy of your Housing Offer letter or your Notice of Acceptance letter. **DO NOT COMPLETE SECTIONS B OR C OF THIS FORM.**

**Off-campus** (apartment, university owned apartment, fraternity/sorority, co-op): Please refer to section B and C.

**Commuter** (living with parents or relatives): If you check commuter status, no further documentation is required with this form. **Do not mark commuter if you are living with your children and/or spouse, INDICATE OFF-CAMPUS.**

STAFF: Student on Housing Report Y:____ N:____ Status (Circle One): ON/OFF Amt $______ STAFF Initials________

SECTION B: Proof of payment

- Cleared rent check (front and back copy) via bank account made out to landlord, rental company or a roommate whose name appears on the lease, or
- Copies of Money Orders or Cashier’s Checks that specify both purchaser and payee. NO CASH RECEIPTS
- If rent is paid with cash, copies of bank statements reflecting rent payment for at least two (2) months

**Note:** If you pay your portion of rent to your roommate, you must submit (in addition to your rent payment) proof of your roommates’ rent payment to the landlord/rental company.**

Student Signature ______________________________________ Date ________________________

Please attach complete photocopies of one the following: (other side)
SECTION C: Housing Contract/Lease Information (Check One)

- CURRENT LEASE AGREEMENT listing all tenants and valid signature page with your name for the 2017-18 academic year.

- SUBLEASE with your name and the original lease contract for the 2017-18 academic year.

- SIGNED HOUSING CONTRACT: for fraternities, sororities, University owned apartments or co-ops with your name for the 2017-18 academic year.

If you are unable to provide a lease agreement or housing contract, please have your roommate or landlord complete the section below.

Note: If your roommate is completing this section, you must also submit a copy of your roommate’s lease agreement.

I, _____________________________________________________________________________________,  
Name of Roommate or Landlord (Circle to indicate who)

declare that _____________________________________________________________________________,  
Student Name

resides at _______________________________________________________________________________,  
Street Apartment Number City State Zip Code

and pays $_____________________ per month for rent.

The terms of residency are: _____ month to month Month Day Year to Month Day Year  

   _____ long-term: from Month Day Year to Month Day Year

Roommate/Landlord Signature (_____)_________________ Telephone Number ____________ Date Signed

Landlord’s Email ___________________________________________  Landlord’s Phone ________________  
Best times to call}

Send all documentation to:  
UCLA Financial Aid and Scholarships  
A-129J Murphy Hall  
Box 951435  
Los Angeles, CA 90095-1435  
Phone: 310-206-0400  
FAX: 310 267-4143