

**2021 SUMMER 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, B & C)
- 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 than what I have been awarded for in the standard budget. (See sec. B & C)

**Standard Budget Used**

Undergraduate:	Off Campus \$10,700 Academic year (\$1189 monthly)	On Campus \$15,766 Academic Year (\$1,752 monthly)
Graduate :	Off Campus \$15,083 Academic Year (\$1,676 monthly)	—

*We will allow an increase up to your current documented rent cost that exceeds our standard allowance above.  
\*\*Rent adjustments will be funded with loans, and only for your enrollment period.*

**SECTION A: Change in Housing Status (Check One)**

<b><u>From</u></b>	<b><u>To</u></b>
<input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> Commuter	<input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> Commuter

**Definition and Instructions**

**On-campus** (*residence halls, residential plazas or residential suites only*): Do not complete section B or C of this form. We can verify this information with our housing office.

**Off-campus** (*apartment, fraternity/sorority, co-op*): Please refer to section B and C.  
**(University-owned apartment - Do not complete section B or C, we can verify with housing )**

**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/partner, please indicate off-campus.**

STAFF: Student on Housing Report Y: \_\_\_ N: \_\_\_ Status (Circle One): ON/OFF Amt \$ \_\_\_\_\_ STAFF Initials \_\_\_\_\_

**SECTION B: Proof of payment**

- If you are applying for a rent increase, **proof of payment** must be supplied.\*
- 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 in the exact amount.
  - Electronic Transfer Payment applications such as **Venmo/ Zelle/Apple Cash/etc.** must be accompanied by bank statement with a clear indication of the transaction.

\*\* 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.\*\*

**(Over)**

**SECTION C: Housing Contract/Lease Information (Check One)**

- CURRENT LEASE AGREEMENT** listing all tenants and valid signature page with your name for the 2021 Summer, or 2021-22 academic year.
- SUBLEASE** with your name and the original lease contract for the 2021-22 academic year.
- SIGNED HOUSING CONTRACT:** for fraternities, sororities, University owned apartments or co-ops with your name for the 2021-22 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 \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year  
\_\_\_\_\_ long-term: from \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

\_\_\_\_\_  
Roommate/Landlord Signature ( ) Telephone Number Date Signed

\_\_\_\_\_  
Landlord's Email Landlord's Phone Best times to call

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HOW TO SUBMIT**

<p><b>Message Center</b> Log on to MyUCLA. Go to: Message Center– Ask question</p> <ul style="list-style-type: none"> <li>• Under “Topic” enter “Financial Aid: Housing Adjustment Form/Changes</li> <li>• Submit with all required documents</li> </ul>	<p><b>FAX</b> Fax: 310-267-4143 Attn: UCLA Financial Aid and Scholarships</p>	<p><b>ONLINE</b> Log on to MyUCLA&gt; click Finances and Jobs tab&gt; Financial Aid and Scholarships click&gt; View All Documents. Attach form as necessary.</p>
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