



# 2019-20 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)
- Mid-Quarter/Year change to housing status as of (term/date) \_\_\_\_\_ (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 \$8815Academic year (\$979 monthly)	On Campus \$15,510 Academic Year (\$1,723 monthly)
Graduate :	Off Campus \$12,426Academic Year (\$1,380 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. Federal regulations require that all loans offered must be divided equally across all quarters of your enrollment.

## SECTION A: Change in Housing Status (Check one, and proceed to instructions below)

- |  |  |
|--|--|
| <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 add-on, 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 2019-20 academic year.
- SUBLEASE** with your name and the original lease contract for the 2019-20 academic year.
- SIGNED HOUSING CONTRACT:** for fraternities, sororities, University owned apartments or co-ops with your name for the 2019-20 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 \_\_\_\_\_

\_\_\_\_\_  
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

You can print and submit with document  
upload on MyUCLA

Student Signature \_\_\_\_\_

Date \_\_\_\_\_