2021 SUMMER HOUSING ADJUSTMENT FORM

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)

<table>
<thead>
<tr>
<th>Standard Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate:</td>
</tr>
<tr>
<td>Graduate:</td>
</tr>
</tbody>
</table>

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)

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): 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.

<table>
<thead>
<tr>
<th>STAFF: Student on Housing Report</th>
<th>Y:</th>
<th>N:</th>
<th>Status (Circle One): ON/OFF</th>
<th>Amt $</th>
<th>STAFF Initials</th>
</tr>
</thead>
</table>

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 __________________________

HOW TO SUBMIT

Message Center
Log on to MyUCLA.
Go to: Message Center- Ask question
• Under “Topic” enter “Financial Aid: Housing Adjustment Form/Changes
• Submit with all required documents

FAX
Fax: 310-267-4143
Attn: UCLA Financial Aid and Scholarships

ONLINE
Log on to MyUCLA> click Finances and Jobs tab> Financial Aid and Scholarships click>
View All Documents.
Attach form as necessary.