2023 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**

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate: Off Campus $11,008 Academic Year ($1,223 monthly)</th>
<th>On Campus $16,216 Academic Year ($1,802 monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate:</td>
<td>Off Campus $13,640 Academic Year ($1,516 monthly)</td>
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We will allow an increase up to your current documented rent cost that exceeds our standard allowance above.

*Rent may be capped based on the Los Angeles housing standards . **Rent adjustments will be funded with loans, and only for your enrollment period.

SECTION A: Change in Housing Status (Check One)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>On–Campus ☐</td>
<td>Off-Campus ☐</td>
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</tr>
</tbody>
</table>

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 2023 Summer, or 2023-24 academic year.

☐ SUBLEASE with your name and the original lease contract for the 2023-24 academic year.

☐ SIGNED HOUSING CONTRACT: for fraternities, sororities, University owned apartments or co-ops with your name for the 2023-24 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

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.