2024 SUMMER HOUSING ADJUSTMENT FORM

Name: Last  First  UID#

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

*Requests must be submitted by August 30, 2024 to be considered.*

☐ The Housing status currently used by the Financial Aid & Scholarships Office is incorrect. (See Sec. A, 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 below. My portion of monthly rent is ________(See sec. B & C)

Standard Budget Used

<table>
<thead>
<tr>
<th>Undergraduate:</th>
<th>Off Campus 12,259 Academic year ($1,362 monthly)</th>
<th>On Campus $16,991 Academic Year ($1,888 monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate:</td>
<td>Off Campus $13,640 Academic Year ($1,516 monthly)</td>
<td>———</td>
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</tbody>
</table>

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 current summer enrollment period. Rent may be equally divided with all named on lease agreement.

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.

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.*

- Electronic Transfer Payment applications such as Venmo/ Zelle/Apple Cash/etc. must be accompanied by a bank statement with a clear indication of the transaction amount.
- 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.

** 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 2024 Summer, or 2024-25 academic year.

- **SUBLEASE** with your name and the original lease contract for the 2024-25 academic year.

- **SIGNED HOUSING CONTRACT**: for fraternities, sororities, University owned apartments or co-ops with your name for the 2024-25 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
        __________________ to       __________________

Month    Day     Year
        __________________ month to month     to       __________________

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

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

- **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
  • Fastest processing method

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