

# 2023–2024 Housing Adjustment Form

Please complete this form and submit all applicable supporting documentation for your housing adjustment.  
**DEADLINE:** You must submit this form at least two (2) weeks prior to end of enrollment period/term.

LAST NAME	FIRST NAME	UID#

**PLEASE CHECK YOUR REASON FOR SUBMITTING A HOUSING ADJUSTMENT**

- The housing status currently being used to determine my financial aid is incorrect. *(complete sections: A, B & C)*
- I have a Mid-Quarter/Year change to my housing status as of (term/date)  *(complete sections: A, B & C)*
- I am a single parenting-student, my rent is \$  *(complete sections: 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. *(complete sections: B & C)*

Standard Budget Used	Off-Campus	On-Campus
Undergraduate Student	\$11,008 Acad. Year (\$1,223/month)	\$16,216 Acad. Year (\$1,802/month)
Graduate Student	\$13,640 Acad. Year (\$1,516/month)	N/A

We will allow an increase up to your current documented rent cost that exceeds our standard allowance. Rent adjustments will be funded with loans, and only for your enrollment period. Federal regulations require that all loans be divided equally across all quarters of your enrollment.

**SECTION A: CHANGE IN HOUSING STATUS** *(check one, and proceed to instructions below)*

I am changing my housing status from:  On-Campus  Off-Campus  Commuter/Remote Learning  
 My new housing status will now be:  On-Campus  Off-Campus  Commuter/Remote Learning

Definition and instructions for your new selection:

- On-Campus** Select this status if you have accepted a housing offer to live in the residence halls, residential plazas, or residential suites only. Submit a copy of your housing offer/contract. Please skip section B and C of this form. We will verify with UCLA Housing before an increase can be processed.
- Off-Campus** Select this status if you will be living in an apartment, fraternity/sorority or co-op. Complete sections B and C. For University-owned apartments, you may skip section B and C. However, please submit a copy of your housing offer/contract. We will verify with UCLA Housing before an increase can be processed.
- Commuter/ Remote Learning** You will be living with parents/guardians or relatives. If you check this status, no further documentation is required. Do not select this status if you are living with your children and/or spouse/partner, please indicate "off-campus" instead.

*for office use only*  
 Student on Housing Report:  Yes  No      Status:  On  Off      Amount: \$       Staff initials:

**SECTION B: PROOF OF PAYMENT** *(submit one of the following acceptable forms of documentation)*

If you are applying for a rent add-on, proof of payment must be supplied.

- Cleared rent check (both sides) 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 (ex: Venmo, Zelle, Apple Pay) must be accompanied by bank statement with a clear indication of the transaction.

*Note: If you pay your portion of rent to a roommate, you must submit (in addition to your rent payment) proof of your roommate's rent payment to the landlord/rental company.*

*(continued on next page)*

**SECTION C: HOUSING CONTRACT/LEASE INFORMATION** (check one, and submit the associated documentation)

- LEASE AGREEMENT** listing all tenants and valid signature page with our name for the 2023-24 academic year.
- SUBLEASE** with your name and the original lease contract for the 2023-24 academic year.
- SIGNED HOUSING CONTRACT** for fraternity/sorority, University-owned apartment, or co-op 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.

The following information is being completed by my  Roommate  Landlord

ROOMMATE OR LANDLORD NAME	STUDENT NAME			
I, <input style="width: 35%; border: 1px solid black;" type="text"/> declare that <input style="width: 65%; border: 1px solid black;" type="text"/>				
STREET ADDRESS	APT #	CITY	STATE	ZIP CODE
resides at: <input style="width: 25%; border: 1px solid black;" type="text"/>	<input style="width: 5%; border: 1px solid black;" type="text"/>	<input style="width: 20%; border: 1px solid black;" type="text"/>	<input style="width: 5%; border: 1px solid black;" type="text"/>	<input style="width: 10%; border: 1px solid black;" type="text"/>
RENT AMOUNT	MM/DD/YY		MM/DD/YY	
and pays \$ <input style="width: 10%; border: 1px solid black;" type="text"/>	per month for rent. The terms of the residency are: <input type="checkbox"/> month to month		<input style="width: 10%; border: 1px solid black;" type="text"/>	to <input style="width: 10%; border: 1px solid black;" type="text"/>
	<input type="checkbox"/> long-term from		<input style="width: 10%; border: 1px solid black;" type="text"/>	to <input style="width: 10%; border: 1px solid black;" type="text"/>
LANDLORD'S EMAIL	LANDLORD'S TELEPHONE	BEST TIME TO CALL		
<input style="width: 35%; border: 1px solid black;" type="text"/>	<input style="width: 20%; border: 1px solid black;" type="text"/>	<input style="width: 45%; border: 1px solid black;" type="text"/>		
ROOMMATE/LANDLORD SIGNATURE	TELEPHONE	DATE SIGNED		
<input style="width: 35%; border: 1px solid black;" type="text"/>	<input style="width: 20%; border: 1px solid black;" type="text"/>	<input style="width: 45%; border: 1px solid black;" type="text"/>		
STUDENT SIGNATURE	DATE SIGNED			
<input style="width: 35%; border: 1px solid black;" type="text"/>	<input style="width: 65%; border: 1px solid black;" type="text"/>			

**HOW TO SUBMIT**

**ELECTRONICALLY**

- Log on to: MyUCLA
- Go to: Message Center > Ask A Question
- Under "Topic,"  
enter "Financial Aid: Housing Adjustment Form/Changes"
- Submit Housing Adjustment form with required documentation

**FAX**

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

**MAIL**

UCLA Financial Aid & Scholarships  
Murphy Hall A-129J  
P.O. Box 951435  
Los Angeles, CA 90095

### Ask A Question

1 The following selection will help us direct your message appropriately. Please select one of the following options:

Topic

Financial Aid: Housing Adjustment Form/Changes

MyUCLA feature

Type a keyword and select a MyUCLA Feature e.g. Hold

Academic counseling unit

Type a keyword and select an academic counseling unit

I do not know who to ask my question to