

# 2022–2023 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	\$10,401 Acad. Year (\$1,156/month)	\$16,902 Acad. Year (\$1,878/month)
Graduate Student	\$15,454 Acad. Year (\$1,717/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 2022-23 academic year.
- ☐ **SUBLEASE** with your name and the original lease contract for the 2022-23 academic year.
- ☐ **SIGNED HOUSING CONTRACT** for fraternity/sorority, University-owned apartment, or co-op with your name for the 2022-23 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 type="text"/>	declare that <input type="text"/>				
resides at:	STREET ADDRESS <input type="text"/>	APT # <input type="text"/>	CITY <input type="text"/>	STATE <input type="text"/>	ZIP CODE <input type="text"/>
and pays \$ <input type="text"/>	RENT AMOUNT	per month for rent. The terms of the residency are:		<input type="checkbox"/> month to month	<input type="text"/> MM/DD/YY to <input type="text"/> MM/DD/YY
				<input type="checkbox"/> long-term from	<input type="text"/> MM/DD/YY to <input type="text"/> MM/DD/YY
LANDLORD'S EMAIL <input type="text"/>		LANDLORD'S TELEPHONE <input type="text"/>		BEST TIME TO CALL <input type="text"/>	
ROOMMATE/LANDLORD SIGNATURE <input type="text"/>		TELEPHONE <input type="text"/>		DATE SIGNED <input type="text"/>	
STUDENT SIGNATURE <input type="text"/>		DATE SIGNED <input 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:**

☐ **MyUCLA feature**

☐ **Academic counseling unit**

☐ **I do not know who to ask my question to**