

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

Undergraduate:	Off Campus \$11,008 Academic year (\$1,223 monthly)	On Campus \$16,216 Academic Year (\$1,802 monthly)
Graduate :	Off Campus \$13,640 Academic Year (\$1,516 monthly)	_____

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)

- | | |
|--|--|
| <u>From</u> | <u>To</u> |
| <input type="checkbox"/> On-Campus <input type="checkbox"/> <u>Off-Campus</u> <input type="checkbox"/> Commuter | <input type="checkbox"/> On-Campus <input type="checkbox"/> <u>Off-Campus</u> <input type="checkbox"/> 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.*

- 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

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

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.