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)

☐ 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 that is allowed in the standard budget. (See Sec A)

**Standard Budget Used**

| Undergraduate: Off Campus $8,454 Academic year ($939 monthly) | On Campus $14,843 Academic Year ($1,649 monthly) |
| Graduate : Off Campus $11,917 Academic Year ($1,324 monthly) | —— |

We will allow a maximum of $200 per month for rent cost that exceed the standard allowance.** Rent add-on will be funded with loans. Federal regulations require that all loans offered must be divided equally across all quarters of enrollment.

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): Please submit a signed copy of your Housing Offer letter or your Notice of Acceptance letter. **DO NOT COMPLETE SECTIONS B OR C OF THIS FORM.**

**Off-campus** (apartment, university owned apartment, fraternity/sorority, co-op): Please refer to section B and C.

**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, INDICATE OFF-CAMPUS.**

| STAFF: Student on Housing Report Y: ____ N: ____ Status (Circle One): ON/OFF Amt $ ____ STAFF Initials ____ |

SECTION B: Proof of payment

- 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
- Electronic Transfer Payment applications such as Venmo/CASH/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 2018 Summer, or 2018-19 academic year.

☐ SUBLEASE with your name and the original lease contract for the 2018-19 academic year.

☐ SIGNED HOUSING CONTRACT: for fraternities, sororities, University owned apartments or co-ops with your name for the 2018-19 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

Month Day Year to Month Day Year

_____ long-term: from

Month Day Year to Month Day Year

_________________________________ (_____ )_________________ _______________________
Roommate/Landlord Signature Telephone Number Date Signed

Landlord’s Email

_______________________________
Landlord’s Phone

Best times to call

Send all documentation to:
UCLA Financial Aid and Scholarships
A-129J Murphy Hall
Box 951435
Los Angeles, CA 90095-1435 or
FAX 310 267-4143

Student Signature __________________________ Date __________________