2018-2019 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)

☐ Mid-Quarter/Year change to housing status as of (term/date) _________________ (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 B & C, except for University-owned property, we can verify)

**Standard Budget Used**

| Undergraduate: | Off Campus $8454 Academic year ($939 monthly) | On Campus $14,649 Academic Year ($1,628 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, and proceed to instructions below)

☐ On–Campus ☐ Off-Campus ☐ Commuter ☐ 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, fraternity/sorority, co-op): Please refer to section B and C.  
**University-owned apartment - Do not complete section B or C, we can verify**

**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

If you are applying for a rent add-on, 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
- 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 2018-19 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              ________________ to ________________

Month  Day  Year               Month  Day  Year

_____  long-term: from ________________ to ________________

Month  Day  Year               Month  Day  Year

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
Phone: 310-206-0400
FAX 310 267-4143

Student Signature _________________________________        Date ______________________