2019 SUMMER HOUSING ADJUSTMENT FORM

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**

<table>
<thead>
<tr>
<th>Undergraduate:</th>
<th>Off Campus $8,815 Academic Year ($979 monthly)</th>
<th>On Campus $15,510 Academic Year ($1,723 monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate:</td>
<td>Off Campus $12,426 Academic Year ($1,380 monthly)</td>
<td>—</td>
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We will allow an increase up to your current documented rent cost that exceeds our standard allowance above. **Rent adjustments will be funded with loans, and only for your enrollment period. Federal regulations require that all loans offered must be divided equally across all quarters of your enrollment.**

SECTION A: Change in Housing Status (Check One)

☐ On–Campus ☐ Off-Campus ☐ Commuter ☐ On–Campus ☐ Off-Campus ☐ 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 2019 Summer, or 2019-20 academic year.

☐ SUBLEASE with your name and the original lease contract for the 2019-20 academic year.

☐ SIGNED HOUSING CONTRACT: for fraternities, sororities, University owned apartments or co-ops with your name for the 2019-20 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

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

You can print and submit with
document upload on MyUCLA

Landlord’s Phone
Best times to call

Student Signature ___________________________ Date _____________