2020 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

| Undergraduate: | Off Campus $10,151 Academic year ($1128 monthly) | On Campus $15,214 Academic Year ($1,690 monthly) |
| Graduate : | Off Campus $14,309 Academic Year ($1,590 monthly) | |

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)

From | To

☐ 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 2020 Summer, or 2020-21 academic year.

☐ SUBLEASE with your name and the original lease contract for the 2020-21 academic year.

☐ SIGNED HOUSING CONTRACT: for fraternities, sororities, University owned apartments or co-ops with your name for the 2020-21 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 ____________________

Student Signature __________________ Date ________________

HOW TO SUBMIT

ONLINE
Log on to MyUCLA> click Finances and Jobs tab> Financial Aid and Scholarships click> View All Documents. Attach form as necessary.

FAX
Fax: 310-267-4143
Attn: UCLA Financial Aid and Scholarships

MAIL
Murphy Hall A-129J
P.O. Box 951435
Los Angeles, CA 90095