



2010-2011 Housing Adjustment Form

Name: Last _____

First _____

UID# _____

Please complete this form and submit the requested supporting documentation if (check applicable reason):

Requests must be submitted at least two (2) weeks prior to end of enrollment period/term.

- The budget currently used by the Financial Aid Office to determine your award is incorrect.
- You want to request an increase to cover a higher rent expense than that allowed in the standard budget. For undergraduates, the standard budget expense for rent is \$777 per month for off-campus and \$1,417 per month (\$12,754/year) for on-campus housing. For graduates, the standard rent expense is \$1,095 per month. *We will allow a maximum of \$200 per month for expenses 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: Current Housing Status (Check One)

- On-campus** (*residence halls, Hilgard Houses 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.**
- Commuter** (*living at home 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.**
- Off-campus** (*apartment, university owned apartment, fraternity/sorority, co-op*): Please refer to section B and C. If you are a single parent, please specify the number of dependent children living with you _____.**

Student Signature _____

Date _____

SECTION B: Proof of payment / utility bill (Check One)

- PROOF OF PAYMENT:**
 - Cleared (canceled) rent check (front and back copy) made out to landlord, rental company or a roommate whose name appears on the lease, or
 - Copies of Money Orders or Cashier's Checks, or
 - Rent paid in cash, copies of bank statements reflecting rent payment for at least two (2) months

OR

- UTILITY BILL:**
The bill must be in your name and the address on it must be the same as the address on the lease. For the purpose of this audit, a utility bill must be for gas, water or electric services. Cell phone and/or cable bills are not acceptable.

** Rent add-on may be approved in excess of \$200 for single parents.

SECTION C: Housing Contract/Lease Information (Check One)

Please attach photocopies of the front and back of one of the following:

- CURRENT LEASE AGREEMENT** with your name for the 2010-11 academic year.
- SUBLEASE** with your name for the 2010-11 academic year.
- SIGNED HOUSING CONTRACT:** for fraternities, sororities, University owned apartments or co-ops with your name for the 2010-11 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
_____ long-term: from _____ to _____
Month Day Year Month Day Year

Roommate/Landlord Signature Telephone Number Date Signed

Send all documentation to:
UCLA Financial Aid Office
A-129J Murphy Hall
Box 951435
Los Angeles, CA 90095-1435
Phone: 310-206-0400
Fax : 310-206-7419