Rent and Utility Add Ons are for students paying more than the standard student budget. Generally this form is for students living Off Campus. There are also instances where On Campus students pay more than the standard budget, for example students who live in family housing because budgets are based on single student expenses. Commuter students who live at home with a parent are usually not eligible to add on rent/utility expenses, but if there is a documented need, a supervisor will review.

A. Rent:

Document your portion of the rent for one month:
1. Submit proof of payment, a copy of a cashed check or receipt bearing your name.
2. Have your landlord sign the statement on the reverse side of this form OR attach a copy of your current rental/lease agreement which has your name listed as a tenant.
3. Be sure to sign below before submitting to our office.
4. Do you have children that live with you? □ Yes □ No

Roommates:
Do you share your residence with other person(s)? □ Yes □ No
If yes, print their name(s) below:


B. Utilities:

Document your portion of utilities (gas, electricity, water, trash) for one month by attaching a bill and indicating the portion of the expense that you pay.

C. Telephone:

Document your telephone expenses for one month by attaching a bill.

I am requesting a budget add-on for the amount of $__________ to cover additional rent/utilities expenses above my standard UCSD student budget.

If approved, any increase to the standard Room and Board listed in student budget will result in eligibility that will be funded up to the maximum Direct Subsidized Loan. Additional eligibility will be funded with Direct Unsubsidized Loan and/or PLUS Loan. Students with dependents may qualify for grant funds if funds are available.

I certify that the information and documentation provided are complete and true to the best of my knowledge. I understand that expenses not documented will not be included. I authorize the release of related information from my landlord and roommates to the UCSD Financial Aid Office.

You must submit Budget Add-On requests no later than May 15th of the current academic year to receive Direct Subsidized/Unsubsidized/PLUS Loans. Submission of a request does not guarantee an approval.
2015-2016 Budget Add-On for Rent and Utilities (cont’d)

A __________________

UCSD PID Number

You may have your landlord sign the statement below OR attach a copy of your current rental/lease agreement which has your name listed as a tenant.

TO:         UCSD - FINANCIAL AID OFFICE
            9500 Gilman Drive, Dept. 0013
            La Jolla, CA 92093-0013

FROM:       _____________________________________________________________
            Landlord’s Name (please print)

            _____________________________________________________________
            Address

            _____________________________________________________________
            City, State, Zip

RE:         _____________________________________________________________
            Student’s Name

This letter confirms that the above-named student has a rental contract with me for the period:

_______ / ______ to _______ / ______
(month) (year) (month) (year)

The contract includes the following paid utilities:

☐ Water     ☐ Trash     ☐ Electricity     ☐ Gas     ☐ Other _____________

The above-named student's share of the monthly rental cost is $ ___________.

The rental address for this student is:

______________________________________________  ______________________________________
Address                                      Apt. #

______________________________________________
City/State/Zip Code

Does this student share this residence?  ☐ Yes  ☐ No

If yes, please list the name(s) of each roommate below:

______________________________________________  ______________________________________

______________________________________________  ______________________________________

I certify that this information is complete and true to the best of my knowledge.

______________________________________________  ______________________________
Landlord’s Signature                          Date

______________________________________________
Telephone Number