



2025 – 2026 Housing Adjustment Form

Please complete this form and submit all applicable supporting documentation for your housing adjustment

LAST NAME

FIRST NAME

SID#

PLEASE CHECK YOUR REASON FOR SUBMITTING A HOUSING ADJUSTMENT

- ☐ The housing status currently being used to determine my financial aid is incorrect. *(complete sections: A, B & C)*
- ☐ I have a Mid-Year change to my housing status as of (term/date) *(complete sections: A, B & C)*

SECTION A: CHANGE IN HOUSING STATUS *(check one, and proceed to instructions below)*

I am changing my housing status to: ☐ Off-Campus

SECTION B: HOUSING CONTRACT/LEASE INFORMATION *(check one, and submit the associated documentation)*

- ☐ **LEASE AGREEMENT** listing all tenants and valid signature page with our name for the 2025-26 academic year.
- ☐ **SUBLEASE** with your name and the original lease contract for the 2025-26 academic year.
- ☐ **STATEMENT FROM PERSON YOU ARE LIVING WITH** for students living off-campus and unable to provide lease agreement or housing contract with your name for the 2025-26 academic year.

SECTION C: PROOF OF PAYMENT *(submit one of the following acceptable forms of documentation)*

- Cleared rent check (both sides) 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 (ex: Venmo, Zelle, Apple Pay) must be accompanied by bank statement with a clear indication of the transaction.

Note: If you pay your portion of rent to a roommate, you must submit (in addition to your rent payment) proof of your roommate's rent payment to the landlord/rental company.

Section D - Statement of Certification - By signing below, I certify all the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that all special circumstances are reviewed on a case-by-case basis and this written request may not ultimately result in actual change in financial aid.

Signature: _____ Date: _____