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## *Trip Rooming Requirements*

### **Attention Parents & Travelers – Critical Rooming Information/Reminder**

***\*PLEASE NOTE: Rooming does not start until AFTER the Final Payment Deadline - March 1st***

- **Trip Pricing –**

All trip pricing is based on a set room occupancy for your destination/hotel. ***\*Remember – It is the responsibility of each traveler (not GradWeek) to find/select roommates for the trip and to have the required number of students in their room to avoid incurring the additional hotel occupancy fee for their destination. GradWeek is not responsible for filling rooms or for groups having an uneven amount of travelers to room with.***

- ***Student trip pricing is based on either 4 sharing a room for Bahamas, Cancun and Hawaii and 6 sharing a condo for Panama City Beach (unless noted otherwise). Any room that doesn't meet the required number of "Active" travelers by April 1<sup>st</sup> (rooming deadline) will incur the additional hotel occupancy fee. This charge is a one-off fee per person for the room. Please review your invoices to see your hotel's occupancy fees. If you do not attend your group's rooming meeting, YOU MUST contact your Group Organizers BEFORE APRIL 1<sup>st</sup> to find out which travelers are still available to room with. If no contact is made and/or no request is submitted to your group organizers, you will be roomed automatically (randomly) by our system! If done automatically, GradWeek will not be responsible for any rooming charges that you may accrue as a result nor the roommates that you end up with. ***\*\*Typically the end of week following Final Payment the student organizers will start contacting all the paid-in-full travelers in their group.******

- **Selecting A Roommate -**

***First, please make sure to attend your group's rooming meeting (parents are welcomed) to guarantee that you are placed in a room with your friends or roommates you know you'll get along with. If you are unable to attend the meeting, we recommend that you 1<sup>st</sup> contact your friends, to verify that all of you will request the same roommates. Then you'll need to submit your roommate request in WRITING a.s.a.p. by either Text or Email directly to your Group Organizers (or your Event Coordinator, if an organizer hasn't been assigned to your group) and it MUST include yours and your requested roommate's First & Last Names and Traveler I.D. #'s. This must be done before your Group Organizer turns in the group's finalized rooming list to GradWeek on April 1<sup>st</sup> (year of travel). The reason for this is if your rooming requests do not match up, you will be subject to being automatically roomed with other available students in your group. Please make sure the roommates you chose have paid in full (Active) and haven't been cancelled or in Waitlist status (unconfirmed for travel)! GradWeek will not room any cancelled travelers and if you chose a Waitlist traveler be prepared to pay the hotel occupancy fee if they are not confirmed on the trip!***

***DO NOT send or call in your individual rooming requests to the corporate office, we do not accept individual rooming (unless noted otherwise). Your Group Organizers (or your Event Coordinator, if an organizer hasn't been assigned to your group) will be completing the entire group rooming list based off your rooming meeting and/or submitted roommate requests.*** Once all travelers in your group are roomed, the group organizers will submit the finalized group rooming list to our office to be entered into our system and submitted to the hotels. Once a group's rooming list is received by Gradweek any changes (if applicable) will incur a \$25 change fee per request.

- **Occupancy Fees -**

If you incurred an **additional hotel occupancy fee**, it **must be paid in full NO later than end of April, year of travel!** to ensure that your Departure Packet (*travel documents*) is not placed on "HOLD" and so it can be mailed to your home address in time of your departure date.