

2017- Hotel Only Package/Registration Instructions

GradWeek packages that include air, hotel and transfers are sold out for the trip you have inquired about. However, should you want to be part of your group's GradWeek trip, you have the option to purchase a "**Hotel only**" package

This is due to GradWeek no longer being able to secure additional group air seats for the group you want to travel with. Therefore, you will need to organize and book your own flights. Please keep in mind that it is your responsibility to know your flight information, we are unable to assist you if your flight is delayed or cancelled. It is also your responsibility to get from the airport to the hotel round trip. Staff will not be available to assist at the airport but will assist at the hotel upon arrival.

IF THIS PACKAGE IS RIGHT FOR YOU, PLEASE FOLLOW THESE INSTRUCTIONS – AVAILABILITY IS EXTREMELY LIMITED AND TIME SENSITIVE SO WE STRONGLY RECOMMEND YOU SEND THE HOTEL ONLY FORM TO US AS SOON YOU HAVE CONFIRMED YOUR ROOMMATES:

- ➡ Fill out the "**Hotel Only**" form (can be found on our website under BROCHURES&FORMS)
- ➡ On the Hotel Only Registration Form, list the names of students you have verified are available to room with
- ➡ You will receive a confirmation invoice that states you are on our WAITLIST. It can take UPTO 2 weeks to clear you from this list and confirm you as **active**
- ➡ If all rooms are full, you will be notified that GradWeek is sold out
- ➡ **Once GradWeek confirms you are "active"** (via a new invoice) book your own flights and arrange your own transfers from the airport to the hotel & back. Typically, you can get a taxi at the airport upon arrival. **We strongly recommend that you wait until being confirmed as active BEFORE booking your flight**
- ➡ Once you are at the hotel & have checked in, you will need to locate a GradWeek staff member to receive orientation information and have the opportunity to purchase the Action Pac for additional activities not included in the trip.

Note: This package is not recommended for travelers that cannot fly alone or unable to navigate, on their own. If the traveler is not familiar with the check-in procedures at the airports, which may include connections, it may not be suitable for them.

***** PRICES ARE AS FOLLOWS BASED ON STUDENT PRICING AND MAXIMUM OCCUPANCY REQUIRED AT THE HOTEL YOU HAVE CHOSEN *****

Example: 3 to a room for Bahamas (Breezes), 4 to a room for Hawaii, Cancun, Atlantis and 6 to a room for Panama City (unless noted otherwise)

ADD: \$25 SECURITY DEPOSIT + LATE FEE \$40 + (Optional) TRAVEL PROTECTION/CANCELLATION INSURANCE **\$50-\$110**

BAHAMAS - BREEZES	HAWAII - PACIFIC BEACH	CANCUN - KRYSTAL CANCUN 1 HOTEL/2 PACKAGES
4 NIGHTS: \$775	5 NIGHTS: \$720	5 NIGHTS: ALL-INCLUSIVE: \$829
5 NIGHTS: \$835	6 NIGHTS: \$805	5 NIGHTS: NOT ALL-INCLUSIVE: \$570
Call for pricing if staying at any other hotel not listed		

- **Additional hotel occupancy fees will be added** if there are less than the required maximum occupancy in your room when final rooming has been confirmed - April 2017. Additional occupancy fees will be listed on your invoice if you are confirmed.

GRADWEEK HOTEL ONLY PACKAGE REQUEST FORM – DOES NOT INCLUDE FLIGHTS OR TRANSFERS TO HOTEL/AIRPORT

Before you purchase your own airline ticket, GradWeek must first receive and approve this request for the Hotel Only package. Please fill out the form completely and email it back to ist_info@istours.com. Once received, a customer service representative will inform you in writing whether your request has been approved, **this process can take up to two weeks. Hotel only requests will not be accepted within one (1) week of your travel date – NO EXCEPTIONS**

GROUP OR SCHOOL YOU ARE TRAVELING WITH:	DESTINATION & HOTEL (PLEASE CHECKMARK): HAWAII, DELUXE <input type="checkbox"/> BAHAMAS, ALL INCLUSIVE <input type="checkbox"/> CANCUN, ALL INCLUSIVE <input type="checkbox"/> <u>OR</u> NON ALL INCLUSIVE
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TRAVELERS LEGAL FIRST NAME:	MIDDLE NAME:	LAST NAME:
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STREET ADDRESS:	CITY & STATE:	ZIP CODE:
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MALE / FEMALE <input type="checkbox"/> <input type="checkbox"/>	DATE OF BIRTH:	STUDENT CELL NUMBER:	PARENT CELL NUMBER:
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EMAIL ADDRESS:

ROOMMATES – Hotel only requests will only be approved if there is no conflict with the rooming arrangements, you cannot request roommates who are already in a full room. The price for this package is based on the destination's room occupancy requirement (as listed on the Hotel Only Instructions). Please list the roommates you are requesting. This will be verified for approval. If the room will be a co-ed room, a co-ed permission form **MUST** accompany this form – we will not consider rooming if the co-ed form is sent separately. If the occupancy in your room is less than required by your hotel, then additional fees will apply

1)	2)	3)
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I HAVE READ, UNDERSTAND AND AGREE to the tour participant agreement. I understand that I am required to have the specified travel documents in order to travel to Mexico or the Bahamas. I also understand that should the travel date of my group change for whatever reason, it is my responsibility to take care of the changes to my own airline ticket and that I am responsible for any change fees the airlines may apply. I also understand that the GradWeek Air department will be unable to assist on any airline cancellation or delays. I also agree that I am responsible for the transfers to and from the hotel/airport

TRAVELER SIGNATURE:	PARENT SIGNATURE (<i>Mandatory if traveler is less than 18 years of age</i>)
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Please check the box if you would like the optional medical cancellation insurance added to your account. This coverage through Travel Insured International, will help to reimburse you for the hotel costs if you have to cancel your reservation due to a covered medical situation. This option is only available up to March 31st and covers packages above \$501

AUTHORIZATION TO CHARGE CREDIT CARD MASTERCARD VISA DISCOVER AMEX

To process this credit card transaction we must have ALL the following information:

CARDHOLDER NAME:	CARDHOLDER CONTACT NUMBER & EMAIL:	\$ AMOUNT AUTHORIZED:
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CREDIT CARD NUMBER:	EXPIRATION DATE:	CVV NUMBER:
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CARDHOLDER BILLING ADDRESS	CITY & STATE	ZIP CODE:
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CARDHOLDER AGREEMENT

The cardholder agrees by their signature below that GradWeek is authorized to charge the amount indicated above to the cardholders credit card identified above. Non cash payment price is \$19 more than the published price. There will be a \$10 service fee added to the travelers account for each declined transaction. The cardholder waives all rights to charge back on the indicated credit card

CARDHOLDER SIGNATURE:	DATE:
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