

GRADWEEK GROUND ONLY REQUEST FORM

Before you purchase your own airline ticket, GradWeek must first receive and approve this request for a ground only trip. Please fill out the form completely and fax or mail back to our office at the address listed below. Once received, a customer service representative will inform you by phone or in writing whether your request has been approved. **Ground only requests will not be accepted within one (1) week of your travel date—NO EXCEPTIONS.**

DESTINATION

YEAR & MONTH TRAVELING

TRAVELER'S LEGAL FIRST NAME

MIDDLE NAME

LAST NAME

STREET ADDRESS

CITY

STATE

ZIP CODE

CITIZENSHIP

VALID PASSPORT NUMBER

SEX: M F

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DATE OF BIRTH

TELEPHONE

E-MAIL ADDRESS

GROUP OR SCHOOL YOU ARE TRAVELING WITH (*No Initials*)

EXACT GRADUATION DATE (*Mandatory*)

Roommates - Ground only requests will only be approved if there is no conflict with the rooming arrangements. The price for ground only packages is based on four (4) to a room. Please list the roommates you are requesting. This will be verified for approval. If the room will be a coed room, a coed permission form must accompany the ground only request. If the room occupancy is less than four (4), occupancy fees will apply.

1. _____ 2. _____ 3. _____

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, that it is my responsibility to take care of changes to my own airline ticket and that I am responsible for any change fees the airlines may apply.

Traveler Signature

Parent Signature (*Mandatory if travel is less than 18 year of age.*)

As a courtesy, optional cancellation insurance will be automatically added to your account. The cost of the coverage is \$50-\$100 depending on your trip cost and will be reflected on the first invoice. This coverage, through Travel Insured International, will help to reimburse you if you have to cancel your reservation due to a covered medical situation. The added benefits also cover trip interruption or delays, and lost or delayed luggage. After March 1st of the year you are traveling, insurance is no longer available.

I wish to decline the insurance coverage and take full financial responsibility.

PAYMENT TYPE: CHECK MONEY ORDER CREDIT CARD

AUTHORIZATION TO CHARGE CREDIT CARD MASTERCARD VISA DISCOVER AMEX

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

TRAVELER NAME

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TRAVELER PHONE NUMBER

\$ _____ (*Plus \$19 one-time, non-cash fee.*)

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CARDHOLDER TELEPHONE NUMBER

AMOUNT TO BILL TO CREDIT CARD

CARDHOLDER NAME

CARDHOLDER BILLING ADDRESS

CITY

STATE

ZIP CODE

CREDIT CARD NUMBER

EXPIRATION DATE

CVV#

CARDHOLDER AGREEMENT

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

SIGNATURE OF CARDHOLDER

DATE

INTERNATIONAL STUDENT TOURS, INC.

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