



**NAME CHANGE REQUEST FORM**

Before you sell your trip, please be aware that your name change request must first be approved. Please complete this form and fax or mail back to the address listed below. Once received, a customer service representative will inform you by phone whether your request has been approved. **Name changes will not be permitted within two (2) weeks of your travel date – NO EXCEPTIONS.**

**ORIGINAL TRAVELER'S INFORMATION (Please Print Legibly):**

Name: \_\_\_\_\_ Traveler ID #: \_\_\_\_\_ Group Name \_\_\_\_\_

Male \_\_\_ Female \_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Per the tour participant agreement you originally signed, name changes are permitted depending on the air carrier and on an approval only basis. If the name change is approved and the name change does not interfere with rooming, the name change fees are as follows:

**\$25.00 if changed by March 1, 2012**  
**\$100.00 plus any additional airline fees if change occurs after March 1, 2012**

I wish to transfer my account to the individual named below. I understand that it is my responsibility to collect any funds due to me from the new person indicated below. Additionally, I acknowledge that the transfer fee outlined above must accompany the request form and will be added to the existing account. I understand that if the name change causes conflicts in the rooming arrangements GradWeek may **NOT** be able to approve the name change request. If this name change creates a coed situation in the rooming, and all parties agree to the change, a Coed Permission Form must be completed and also faxed with this form (available at [www.gradweek.com](http://www.gradweek.com)). I further understand that if the Optional Trip Insurance was purchased, it cannot be transferred to the new traveler nor can it be removed so it will be non-refundable.

\_\_\_\_\_/\_\_\_\_\_  
 Signature of Original Traveler Date Parent Signature of Original Traveler Date

**NEW TRAVELER'S REGISTRATION INFORMATION (Please Print Legibly and Completely):**

Male \_\_\_ † Female \_\_\_ †

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**Complete Legal Name: If traveling to Hawaii, as listed on your Driver's License. If traveling to Mexico or Bahamas, as listed on valid passport.**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (Mandatory) E-mail Address: \_\_\_\_\_

Group Name: \_\_\_\_\_ Cell Phone # (\_\_\_\_\_) \_\_\_\_\_ Home Phone # (\_\_\_\_\_) \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Passport # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 (Mandatory if going to Mexico or the Bahamas)

I have read, understand, and agree to the Tour Participant Agreement on the GradWeek Brochure. I understand that I am required to have the specified travel documents in order to travel to Mexico or to the Bahamas. Non-U.S. citizens need to contact either the Mexican Consulate or the Bahamas Consulate to confirm entry documentation requirements. I also understand it is my responsibility to reimburse the original participant directly for any monies they paid toward the trip and that any remaining balance is due in the office by March 1, 2011, or prior to trip departure, whichever comes first. I understand the above fees are applicable depending on the date of the transfer. I also understand I am responsible for any remaining balance on this account and/or any additional fees (e.g., occupancy fees for rooming, NSF fees, etc.) and must be paid prior to departure.

\_\_\_\_\_/\_\_\_\_\_  
 Signature of New Traveler Date Parent Signature of New Traveler Date

FORM OF PAYMENT: \_\_\_ Check or Money Order Enclosed \$ \_\_\_\_\_ OR Charge My Credit Card: Disc \_\_\_ Visa \_\_\_ MC \_\_\_ AMEX \_\_\_

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Authorize Amount \$ \_\_\_\_\_ +\$19 One-Time Non-Cash Fee

Print Name of Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_