



GRADWEEK ROOMING FORM

Roommate selections are due in our office by April 6, 2012, or your rooming will be done automatically. If done automatically, GradWeek will not be responsible for any rooming charges and/or occupancy fees that you may accrue. Your roommate choices must be mailed or faxed to our office and received no later than April 9, 2012, to be given consideration. We do not accept final rooming over the phone and final selections should not be done online. Online rooming should only be used as a guide to see who has registered for the trip.

All pricing is based on quad occupancy, unless specified differently in the brochure. Any room that does not have four (4) active travelers will be assessed an occupancy fee. Occupancy fees are listed on your invoices and are per person for the week. If you do not have four (4) travelers in your room, and would like GradWeek to try and find other roommates from another school, please check the appropriate box below. Although we will try to find at least one other roommate, there is no guarantee that we will be able to accommodate your request. If you do not have quad occupancy and you **DO NOT** want GradWeek to try and find other roommates, please check the box below to leave your room as is. If you do not have quad occupancy, and neither box is checked, or you do not mail/fax back your rooming request, we will automatically look for other roommates, including students from another school. **Online rooming is not accepted as final rooming. You must mail or fax back your rooming form.**

If an occupancy fee is due, it should be in our office by the end of April to ensure that your tickets are not held.

If the rooming choices are coed, each traveler’s parent and/or guardian must sign the coed permission form and mail/fax it back to be in our office no later than April 6, 2012. We are not able to do coed rooming otherwise—*no exceptions*. Please note that we do not know who may be a relative, parent, or family friend, so please be sure to include a coed form for any coed rooming requests to ensure that your rooming is done properly. Otherwise you will be assigned same-sex roommates if any are available, including students from other schools.

All roommates must agree to room together in order for the rooming to be accepted, so please be sure to communicate with those that you are submitting as your roommate requests to ensure that inconsistent rooming forms are not received by our office. Finally, please make sure your roommate choices have paid in full and have not been cancelled.

My Name _____ Traveler ID # _____

School/Group Name _____

I would like to room with: (1) _____, (2) _____,
(3) _____.

- PLEASE LEAVE MY ROOM AS IS.** Do not try to find other roommates. I/we will pay the occupancy fee if this room is less than quad occupancy.

OR

- PLEASE TRY TO FIND OTHER ROOMMATES.** Although it is not a guarantee, I/we would like for GradWeek to try and find other students to room with us.

IMPORTANT: If your rooming request is coed, please fill out the coed permission form on the back of this sheet and have each traveler’s parent sign the form. You can either mail or fax the completed form to our office. The form must be received no later than April 6, 2012. Coed rooming requests will not be accepted without a completed form.

Thank you for your assistance,
GradWeek



GRADWEEK CO-ED ROOMING FORM
LETTER OF PERMISSION FOR CO-ED ROOMING

Group Number: _____

School/Group Name: _____

Date: _____

FOR OFFICE USE ONLY: Approved ___ Not Approved ___ _____ Processed By _____ Date _____

To GradWeek:

We the undersigned parents and/or legal guardians, authorize our son/daughter, to stay in a co-ed room. The following students will be roommates. We understand that GradWeek will not be responsible or liable for any damages or misconduct occurring from this arrangement. We also understand that all parents of the coed room must give their permission before the room is approved, even if any student is eighteen (18) years of age or older. We further understand that if the occupancy falls below (4) four to a room, additional charges will apply.

The following students will be roommates:

1) _____ Traveler ID #: _____
(PLEASE PRINT STUDENT NAME)

(PLEASE PRINT PARENT NAME) (PARENT SIGNATURE)

2) _____ Traveler ID #: _____
(PLEASE PRINT STUDENT NAME)

(PLEASE PRINT PARENT NAME) (PARENT SIGNATURE)

3) _____ Traveler ID #: _____
(PLEASE PRINT STUDENT NAME)

(PLEASE PRINT PARENT NAME) (PARENT SIGNATURE)

4) _____ Traveler ID #: _____
(PLEASE PRINT STUDENT NAME)

(PLEASE PRINT PARENT NAME) (PARENT SIGNATURE)