



Rooming Requirements

Attention All Parents & Travelers – Critical Rooming Information

- **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 travelers in their room to avoid incurring the additional hotel occupancy fee for their destination. GradWeek is not responsible for filling rooms or for groups that have an uneven number of travelers to room with.**

Student hotel/trip pricing is based on 4 sharing a room (2 per bed) for most destinations, unless noted otherwise. Any room that doesn't meet the required number of "Active" travelers by April 1st (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 1st to find out if any travelers are still available to room with. If no contact is made and/or no request is submitted to your group organizer, 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.**

- **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 1st 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 Organizer (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 1st (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 your Departure Packet (*travel documents*) is not placed on "HOLD" and is mailed to your home address in time of your departure date. Paid occupancy fees do not guarantee each traveler their own bed.