

GRADWEEK - CHECKLIST

✓ **Traveler ID Number:** You will receive a Welcome Packet with your confirmation invoice/statement by email and mail that provides you with a number referred to as your "Traveler ID" number located in the upper right-hand corner of the invoice. This number is like an account number and you will need it to access your online traveler account (24/7 by logging in at www.gradweek.com) or when you contact GradWeek. ***Please make a note of your password, you will need this each time to log in to your account.*** This website can also answer most of your questions by viewing our [RESOURCES](#) and [UPCOMING DEADLINES](#) pages. If you listed two emails on your traveler account (a parent email is mandatory for non-adult travelers), all trip information will be sent to both emails. ***Please always read the important information emailed or mailed to you.*** This will help you prepare for your upcoming trip!

✓ **Travel Dates:** GradWeek is unable to confirm a group's exact travel dates until after the Final Payment Deadline. Each group is assigned a "**Tentative**" departure date based on your school's confirmed graduation date. GradWeek books many flights throughout the year but cannot assign the flights until they know how many travelers have paid in full/still attending the trip. Groups will typically depart within 2-14 days after their "confirmed" graduation date.

✓ **Roommates/Rooming:** ***It is the responsibility of each traveler to find their own roommates.*** Trip pricing is based on 4 sharing a room (2 per bed) for Bahamas, Hawaii, and Puerto Rico (exception – 3 sharing a room for Mexico, 6-10 for Panama City Beach, and 2 per room (2 per bed) for parent hotels) unless noted otherwise. Talk it up with your fellow travelers to ensure you have your roommates figured out when you register and again before final payment. GradWeek is not responsible for filling rooms, finding roommates for travelers, or for groups that have an uneven number of travelers to room with. After Final Payment, rooming will start and assignments will be confirmed and if there are less than the required occupancy, additional fees will be added and must be paid before you can travel. Invoices received after November will list the various occupancy fees for your destination.

✓ **Final Payment Deadline:** Did you know that if you are not paid in full by the deadline date (the final payment date is listed on your online account and on all invoices), you will be automatically cancelled (no exceptions) and therefore you will lose your spot on the trip? Monthly payments are mandatory (as per Terms & Conditions) to keep your traveler account 'Active'. Just make sure you are paid in full (\$0 balance) prior to the Final Payment Deadline. Most people that wait until after the deadline date to pay their remaining balance and are unable to reinstate due to sold-out trips. Do not miss out, pay on time!

✓ **Destination Staff:** GradWeek trips do not have Chaperones. We have Adult Staff that stay at the same hotels as the students. However, everyone is treated as an adult (even if they are 17 years of age). Staff is there to coordinate on-site arrivals and departures, assist travelers with hotel check-in and Welcome Orientation, with GradWeek sponsored activities, and for any potential emergencies or issues that may arise. We do not monitor or restrict the student's activities (i.e., bed checks or leaving the resort). GradWeek does not have any staff at the airports in the U.S. Only at the destinations!

✓ **Name on Registration:** It is your responsibility to ensure the name listed on your confirmation/invoice will match the name on your passport booklet/government-issued photo ID. You are required to have a valid passport booklet if traveling to the Bahamas or Mexico, or a valid government-issued photo ID card (a [REAL ID](#) is mandatory starting May 7, 2025) if traveling to Hawaii, Puerto Rico, or Florida. If there is a mistake in the way your name has been listed on your account, you must notify GradWeek prior to the final payment deadline, to ensure the correct name is listed (i.e., all names First Names, Middle Names, Last Names, or Suffix, as they are listed on your passport/government photo ID)! The name listed on your registration will be the same name we submit to the airlines or bus company to issue your airline or bus tickets. Name corrections after the final payment date will incur additional fees.

✓ **Change of Address/Email/Phone:** We send out a lot of valuable information to your emails and home address listed on your traveler account. Email addresses are required on all accounts, as this GradWeek's main source of communication, and this is the quickest and most efficient way to update travelers about any trip changes, deadlines, etc. View your account to confirm the addresses are correct. Please let us know if you have any change of address or your email and/or phone numbers to ensure you receive important trip information throughout the year. We mail the final travel packets (Departure Packets) beginning in May to whatever address is listed on your account, so please be sure we have the correct information listed to ensure you receive this extremely valuable information.