



# Vacation Week Request

Photocopy as needed. Keep a copy of the completed form for your records. The completed request form must be received before any reservations can be processed.



## 1 Provide Your Member Information

Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone No: ( ) \_\_\_\_\_ Evening Phone No: ( ) \_\_\_\_\_

## 2 Choose Place & Date

Destination - First Choice \_\_\_\_\_ Dates: \_\_\_\_\_

Destination - Second Choice \_\_\_\_\_ Dates: \_\_\_\_\_

Unit Size: Check one     Studio/One-Bedroom *Sleeps 2-4*     Two-Bedroom *Sleeps 6*     Three-Bedroom *Sleeps 8*

Number of People Traveling:    \_\_\_\_\_ Ages 25+    \_\_\_\_\_ Ages 15-24    \_\_\_\_\_ 14 & Under    \_\_\_\_\_ Total

**Comments:** \_\_\_\_\_

## 3 Provide Guest Information

- If different from above - The Guest Name **MUST** be the same as the person checking into the resort.

Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone No: ( ) \_\_\_\_\_ Evening Phone No: ( ) \_\_\_\_\_

Is the guest a member or part of the member's immediate family? \_\_\_\_ Yes \_\_\_\_ No

(Immediate family includes parents, children and siblings.)

If Yes, the Gift Certificate Fee is waived. If No, the Gift Certificate Fee will apply.

## 5 Provide Payment

**Charge to my Credit Card**  
 Visa     AMEX     MasterCard     Discover  
*Credit Card not charged until booking.*

Name on Card: \_\_\_\_\_

Credit Card No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## 4 Fees

Processing Fee, Upgrade Fees, Gift Certificate Fee and Security Deposit (if applicable) will be determined at the time of booking. Refer to your fee schedule for amount due.

## 6 Agree - Acknowledgment of Acceptance of the Terms and Conditions. **Unsigned forms will not be processed.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## 7 Send Form

**FAX TO:** (913) 451-8960

Request forms sent by FAX must include payment by credit card

~OR~

**MAIL TO:** Global Connections, Inc.

5360 College Boulevard, Suite 200  
Overland Park, KS 66211

## 8 What you need to know to successfully request a Vacation Week Vacation.

Vacation Weeks are researched by destination (city, state or country) and not by a specific resort. Research the Destination Guide to discover the areas you can vacation, METROPOLITAN CITIES do not apply.

You must choose two destinations and travel dates. The travel dates need to be two different weeks, not two different back-to-back days. Remember check-in days are most often on a Friday or Saturday and the reservation lasts for seven nights from the stated check-in date. No more than two Vacation Weeks can be used consecutively at any one time at the same resort.

Vacation Weeks are offered on a first-come, first-served basis and availability fluctuates depending on destination popularity and travel season requested. With that in mind, Global Connections requires a minimum of **60** days notice for a Value Season vacation request and **120** days notice for a Peak Season vacation request. If you're traveling in less than **60** days, check out the Expressway listing on your member's-only website for incredible travel specials.

You can only submit Vacation Week Request forms for Peak Season online with 120 days or more notice from your check-in date. If your check-in date is under 120 days, you can mail or fax a Vacation Week Request form, however availability is very limited due to the short notice of the request.

If you have a special occasion or reason for selecting a place or date, please tell us about it. The comment box is where you can list important details about your vacation request.

Upgrade fees are in addition to the Processing Fee and a Star Credit is required for your Vacation Week. You must have Star Credits available in the year you are traveling to waive fees. Star Credits cannot be used to waive the Processing Fee.

Star Credit(s) and any fees due are not assessed or charged until you accept a condominium from your Travel Consultant.

If you mail or fax the form, you'll be contacted within three business days to let you know the request has been received. Within **10** business days, your Travel Consultant will contact you to go over your request in detail and start searching for your perfect accommodations.

If you submit an online Vacation Week Request form, you'll receive an email confirmation of receipt instantly. Within **10** business days, your Travel Consultant will contact you to go over your request in detail and start searching for your perfect accommodations.