Cancellation and Refund Policies for Career and Graduate/Professional School Information Fairs

University Career Services will be holding several career and graduate/professional school information fairs this spring semester. Organizations interested in participating and engaging with UNC-Chapel Hill students at these fairs [1] can register through Handshake. For any questions regarding payment, cancellation, and refund policies, please contact Kelsey Durham at Kelsey.Durham@unc.edu [2].

Registration Fees for Virtual and In-Person Fairs

**Virtual Graduate/Professional School Information Fairs**
- School/Program: $200.00
- UNC-Chapel Hill Department: $100.00

**Virtual Career Fairs**
- Standard For-Profit: $450.00
- Non-Profit / Government: $300.00

**In-Person Graduate/Professional School Information Fairs**
- School/Program: $200.00
- UNC-Chapel Hill Department: $100.00
In-Person Career Fairs

Standard For-Profit: $550.00

Non-Profit / Government: $400.00

UNC-Chapel Hill Department: $100.00

The fee covers registration for 2 representatives. (There is a separate fee for additional representatives. The maximum number of representatives allowed for this event is 5, due to space constraints). Fees cover booth space, 6' x 3' table with a white tablecloth, lunch,

Payment

Registration and payment will be reviewed by our team. When payment is successful you will receive a receipt through Handshake and your status will be approved. We strongly suggest employers complete and add their schedule before the registration deadline. Checks are no longer accepted unless they can be delivered the same day.

UCS only accepts AMEX, Visa, and MasterCard. Wire transfers are not acceptable.

Outstanding Payments

Failure to pay an outstanding balance (including registration or representative and late fees) within 90 business days of the event will result in the loss of access to attending future UCS events and no longer having access to make Handshake postings for UNC-CH.

Outstanding balances not received after 90 days will be referred to the UNC collections office.

Cancellation and Refund Policies

Organizations that wish to cancel their registration for a virtual or in-person career or graduate/professional school information fairs must email a request to Kelsey Durham at Kelsey.Durham@unc.edu one week before the event date to receive a full refund.

For cancellations that occur after the initial cancellation deadline, registrants can choose to receive half (50%) of their registration refunded or have their registration credit
transferred to another career or graduate/professional school information fair in the same academic year or first semester of the next academic year. Please email your option to Kelsey Durham at Kelsey.Durham@unc.edu [2].

Note: Refund requests will be processed within 90 days from receipt of the request.

No-Shows

No-shows will not be given a refund for their registration. No-shows can have their registration credit transferred within the academic year or the first semester of the next academic year. Contact Kelsey Durham at Kelsey.Durham@unc.edu [2] with any questions.

University Closure

In the event that the University closes operations, UCS will shut down the event and refund the registration fee to ALL participants.

Source URL: https://careers.unc.edu/about-ucs/policies/cancellation-and-refund-policies-career-and-graduateprofessional-school

Links