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 Tessa Minnich at tessaminnich@unc.edu [2]

Registration Fees for Spring 2022 Fairs

Graduate/Professional School Information Fairs

School/Program: $200.00

UNC-Chapel Hill Department: $100.00

Career Fairs

Standard For-Profit: $450.00 (receive half off the price of ONE fair if you attend both the "Carolina STEM Majors Fair" and "Carolina All Majors Fair." Discount will be applied after you register and when you receive your invoice)

Non-Profit / Government: $300.00 (receive half off the price of ONE fair if you attend both the "Carolina STEM Majors Fair" and "Carolina All Majors Fair." Discount will be applied after you register and when you receive your invoice)

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 Tessa Minnich at tessaminnich@unc.edu\[2\] 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 Tessa Minnich at tessaminnich@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 Tessa Minnich at tessaminich@unc.edu\[3\] 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.

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Links
[2] mailto:tessaminnich@unc.edu
[3] mailto:tessaminnich@unc.edu