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

University Career Services will be holding several virtual career and graduate/professional school information fairs this fall semester. Organizations interested in participating and engaging with UNC-Chapel Hill students at these virtual 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 2021 Fairs

Virtual Graduate/Professional School Information Fairs

Information Fair fee is $0 for ONE fair for Schools that participated in Fall 2020 Fairs hosted by UCS. Additional information fair registration will cost $100 per fair.

Information Fair fee is $200 for non-Fall 2020 Fair participants for ONE fair. Additional information fair registration will cost $100 per fair (if applicable).

UNC-Chapel Hill Department: $100.00

Virtual Career Fairs

Career Fair fee is $0 for up to TWO fairs for Employers that participated in Fall 2020 Fairs hosted by UCS. Additional career fair registration will cost $100 per fair.

Career Fair fee is $200 for non-Fall 2020 Fair participants for up to TWO fairs. Additional career fair registration will cost $100 per fair.
Payment

Registration must be submitted before the registration deadline for the career or graduate/professional school information fair. If you plan on mailing a check near or on the payment deadline, please contact Tessa Minnich at tessaminnich@unc.edu [2].

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

Please make checks payable to University Career Services:

University Career Services, UNC-CH
ATTN:
219 Hanes Hall
CB 5140
Chapel Hill, NC 27599

Late Registration Charges

All fees must be paid 72 hours before the start of the designated Virtual Fair date. If payment has not been received prior to the start date of the designated Virtual Fair, then the organization will not be allowed to participate in the Virtual Fair. However, if an organization pays their registration fee, but does not attend the designated Virtual Fair, in effect a no-show, then the organization will be charged an additional $200 inconvenience charge that will need to be paid prior to their participation in a future Virtual (or in-person) Fair. The organization will be able to use the pre-paid credit for a future fair once the inconvenience charge has been paid.

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 tessaminnich@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.

Resume Books

Organizations who cancel will not be refunded.


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