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[Home](#) > Printer-friendly PDF > Cancellation and Refund Policies for Virtual Career and Graduate/Professional School Information Fairs

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# 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](mailto:tessaminnich@unc.edu) [2]

## Registration Fees for Fall 2021 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 (receive half off the price of ONE fair if you attend both the Data Science/Analytics Career Fair and Carolina All Majors Fair)

Non-Profit / Government: \$300.00 (receive half off the price of ONE fair if you attend both the Data Science/Analytics Career Fair and Carolina All Majors Fair)

UNC-Chapel Hill Department: \$225.00

3rd Party (Staffing Agencies): \$600.00 - Representatives may recruit or post opportunities through UCS under the following conditions:

- No fee is charged to the student or applicant.
- The name of the hiring company is released to University Career Services staff (but will remain confidential) and is approved by the staff.
- Third-party recruiters sourcing candidates for internal positions at their own organizations.

Registration deadline

## **Payment**

The registration deadline is 7 days before each fair date. Registration must be submitted before the registration deadline (72 hours) 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](mailto: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](mailto: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](mailto: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](mailto: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.

### **Resume Books**

Organizations who cancel will not be refunded.

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

## **Links**

[1] <https://careers.unc.edu/employers/career-and-graduateprofessional-school-information-fairs>

[2] <mailto:tessaminich@unc.edu>

[3] <mailto:tessaminich@unc.edu>