



Virtual Career Fair Policies

Education Career Fair Policies - March 25, 2021

Updated October 28, 2020

Submission of online registration *initiates* acknowledgement of the organization's financial obligation for all fees associated with the event.

Registration for the career fair will not be **confirmed** until payment is received. Although pre-payment is required to secure attendance for the fair, not pre-paying or no showing does not qualify the registration for a cancellation. Please see cancellation policy below.

Pre-Payment Policy Requirements to be met by OSU and the registering organization:

- OSU Career Services will provide a discount for early registration payment.
- If registered participant cannot attend, someone else may attend in his/her place.
- If OSU Career Services cancels the fair, the company will receive a 100% refund

Cancellation Policy:

Cancellations will be accepted provided that notification is given in writing to OSU Career Services. Cancellations must be sent via e-mail to alicia.low@okstate.edu and must be received by the stated cancellation deadlines listed below. Career Services reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

- Cancellations received by 5:00PM on Friday, March 12, 2021 will receive a 100% refund.
- Cancellations received by 5:00PM on Friday, March 19, 2021 will receive a 50% refund.
- Cancellations received after 5:00PM on Friday, March 19, 2021 will be charged the full registration fee.
- No-show, no cancellation will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request (extra tables, electricity, additional representatives, etc).
- Using a purchase order for pre-payment will still incur cancellation charges.
- Registration fees cannot be transferred to another, upcoming event.

OSU Career Services reserves the right to change or modify these Career Fair Policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.

Important Dates:

OSU Education Career Fair - Thursday, March 25, 2021

Registration Opens - Wednesday, October 28, 2020

Early Registration Discount Deadline - 5:00PM on Friday, February 5, 2021

Payment Due Date – 5:00pm on Wednesday, March 24, 2021

Deadline for 100% Cancellation Refund - 5:00PM on Friday, March 12, 2021

Deadline for 50% Cancellation Refund - 5:00PM on Friday, March 19, 2021

Agenda:

10:00am – 12:00pm – Employer Help Desk Open

1:00pm – 5:00pm – One-on-one Meetings

Fees:

Standard Registration and OSU Departments

- Early Bird Rate - \$100
- Standard Rate - \$200

- Early Registration (October 28, 2020 – February 5, 2021)
- Communication regarding payment instruction (i.e. payment options & invoice) will be emailed within two business days of receiving your registration request.
- Your registration fee includes: Access to Career Fair Plus Software, up to ten recruiter logins, unlimited appointment schedules, access to OSU student profiles with GPA, resume, and desired positions, employer listing including company overview, website link, open positions, etc.