

# Virtual OSU Career Fair Policies

Thursday, March 3<sup>rd</sup>, 2022



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

## Career Fair Policies - Updated November 9, 2022

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](mailto:alicia.low@okstate.edu) and must be received by the stated cancellation deadlines listed below. **Career Services reserves the right to uphold these cancellation policies regardless of a company's unique situation, including but not limited to: travel restrictions, personal illness, staffing changes or shortages, and instances of force majeure.**

- Cancellations received by 5:00pm on Friday, February 4, 2022, will receive a 100% refund.
- Cancellations received by 5:00pm on Friday, February 17, 2022, will receive a 50% refund.
- Cancellations received after 5:00pm on Friday, February 17, 2022, 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.
- OSU Career Services does not guarantee a minimum amount of student traffic, or provide refunds or credits based on unsatisfactory results.
- Using a purchase order for pre-payment will still incur cancellation charges.
- Registration fees cannot be transferred to another, upcoming event.

### Important Dates:

Virtual OSU Career Fair – Thursday, March 3<sup>rd</sup>, 2022

Registration Opens – 10/26/2021

Early Bird Discount Ends – 1/07/2022

Deadline for 100% Cancellation Refund – 2/4/2022

Deadline for 50% Cancellation Refund – 2/17/2022

Registration Deadline – 2/25/2022

Payment Due Date – 3/2/2022

**Fees:**

Your registration fee includes: Access to Career Fair Plus Software, unlimited recruiter logins, access to one on one meeting schedules, access to group meeting rooms, access to booked students' profiles with GPA, resume, and desired positions, employer listing including company overview, website link, open positions, etc.

**Standard Organization**

- Early Bird Rate - \$400 (10/26/2021 - 1/7/2022)
- Standard Rate - \$500 (1/8/2022 – 2/25/2022)

**Government Agency/Grad School/ Charitable Non-Profit 501(c)(3)**

- Early Bird Rate - \$200 (10/26/2021 – 1/7/2022)
- Standard Rate - \$300 (1/8/2022 – 2/25/2022)

**OSU Departments**

- Early Bird Rate - \$100 (10/26/2021 – 1/7/2022)
- Standard Rate - \$200 (1/8/2022 – 2/25/2022)

**In-Person Fair Discount**

- All standard organizations, government agencies, grad schools and charitable non-profits 501(c)(3), that attend the 2022 Spring OSU Career Fair are eligible to receive \$100 off of their Virtual OSU Career Fair registration fees. Discount will be applied to invoice and will not immediately reflect on registration.
- OSU Departments do not qualify for this discount.