



## **Career Fair Cancellation Policy**

Cancellations will be accepted provided that notification is given in writing to UCO Career Development Center. Cancellations must be sent via e-mail to [careers@uco.edu](mailto:careers@uco.edu) and must be received by the stated cancellation deadlines listed below.

UCO Career Development Center reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

- Cancellations received at least 30 days before the scheduled fair will receive a 100% refund.
- Cancellations received at least 10 days before the scheduled fair will receive a 50% refund.
- Cancellations received less than 10 days before the event 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
- Registration fees cannot be transferred to another, upcoming event.
- Registrations marked as not paid will still incur cancellation charges. UCO Career Development Center reserves the right to change or modify these policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.