

# Career Center

MISSOURI STATE UNIVERSITY

Carrington 309/ Glass 103

901 S. National

Springfield, MO 65897

<http://careercenter.missouristate.edu>

[CareerCenter@missouristate.edu](mailto:CareerCenter@missouristate.edu)

417-836-5636

## **Cancellations, Refunds, No Shows, & Inclement Weather Policy**

This document explains the Career Center's policies for employers regarding cancellations and refunds, no shows, inclement weather, and accommodations.

### ***Cancellations and Refunds***

Cancellations will be accepted provided that notification is given in writing to the Missouri State University Career Center. Cancellations must be sent via e-mail or in writing to Margie Stewart, Employer Relations Manager, [MarjorieStewart@MissouriState.edu](mailto:MarjorieStewart@MissouriState.edu) or Missouri State University Career Center, 901 S. National Avenue, Carrington Hall 309, Springfield, MO 65897 and must be received by the stated cancellation and refund deadlines listed below.

All Career Fair payments are due 10 business days prior to the fairs by 5pm. If payment is not made by that date, your career fair registration will be canceled and your organization will be charged a processing fee of 25% of the total amount of registration fees due.

If you must cancel your registration after payment is made, full refund will be made if requested in writing or via email by 5pm (CST) ten business days prior to the event. If cancellations are made after the 10 business day deadline, 75% of the total amount of registration fees paid will be refunded. No requests for refunds will be accepted after the scheduled career fair date.

- Organizations with any outstanding fees will not be permitted to attend future career fairs, until their account is paid in full.
- Organizations with outstanding fees will be sent two past-due notices. If the organization has not paid their account in full by the deadline date noted on the second notice, the past due invoice will be deferred to the Missouri State University office of Financial Services for collection.

### ***No Shows***

If a registration has been made and fees paid and your organization is a "no-show" for a career fair, registration fees will not be refunded or credited toward any future Career Fair.

### ***Inclement Weather***

If Missouri State University is closed the day of the event due to inclement weather, the Career Center staff will assess the situation and make a decision by 8:00 am on the day of the event.

Should inclement weather prevent an event from occurring on the scheduled date, the Missouri State University Career Center will attempt to reschedule the event. If the organization still chooses to participate on the rescheduled date, all fees, as well as, cancellation policies will apply.

Due to organizations' receiving exposure through the Career Center's *JobTracks* website and the career fair guidebook and due to expenses incurred in order to host the fair, if we cannot reschedule the event, a refund of 75% of the total amount of registration fees paid will be refunded to the registered organizations. In addition, upon your notification and request to our office, if your organization cannot attend the rescheduled event, a refund of 75% of the total amount of registration fees paid will be refunded to your organization.

No-show, no cancellation, or companies that cannot attend due to inclement weather in their area 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.). Failure to pay will prevent the organization from registering for future events until full payment is made.

We will do our best to notify you by email. However, please consult the following for official news regarding the event status/schedule:

- <http://careercenter.missouristate.edu>
- Missouri State University Career Center at 417-836-5636 message recording
- Margie Stewart, Employer Relations Manager, [MarjorieStewart@MissouriState.edu](mailto:MarjorieStewart@MissouriState.edu)

### ***Accommodations***

If you need an accommodation to fully participate in this event, please contact the Career Center at 417-836-5636 or email [MarjorieStewart@MissouriState.edu](mailto:MarjorieStewart@MissouriState.edu).

Missouri State University is an equal opportunity/affirmative action institution.