

POLICY AND TERMS

Cancellation Policy

- Cancellation requests made 31+ days prior to the event will incur a cancellation fee of \$100.
- No refunds will be given for cancellations 0-30 days prior to the event.

Payment Policy

- Payment obligation is incurred upon registration.
- A registered employer who does not attend the fair is considered a no-show and is still liable for any outstanding balance.
- To qualify for the promotional registration rate, full payment must be received during the correlating promotional period. After the promotional period ends, current registration fees apply.
- Final payment deadline is two weeks prior to the event. A late fee of \$100 will be assessed if paid after this date.
- It is \$50 for each extra representative. If your company would like to add additional representatives to the registration, please contact Kristen Itahara at 858-534-6710 or kitahara@ucsd.edu **TWO WEEKS PRIOR TO THE CAREER FAIR DATE**. Five maximum recruiters per table.
- If additional recruiters attend the career fair that have not registered before **TWO WEEKS PRIOR TO THE CAREER FAIR DATE**, we will accommodate them by allowing them access to the event and providing them with a lunch ticket. **Your company will be invoiced at the walk-in rate of \$75 per additional representative after the career fair.**

Employer Usage Policies

The UC San Diego Career Center serves employers that offer bona fide full-time, part-time, internship, volunteer or fellowship positions to students and UC alumni. All employers must adhere to [Equal Employment Opportunity](#) guidelines, [NACE Guidelines for Professional Practice](#), and [UC San Diego's Offer and Acceptance Guidelines](#). For accounting firms, please also refer to the [Accounting Recruitment Calendar](#). Employers are prohibited from posting positions that request donations, non-refundable fees, investments or have items or services for sale.

We reserve the right to refuse service to employers at the discretion of the Career Center Director due to any objectionable activities, including, but not limited to: requiring at the time of application personal information such as bank and social security numbers; misrepresentation by dishonest information or absence of information; student complaints; fraud; failure to adhere to Career Center policies or any violation of University of California, local, state, or federal laws.

Third-party recruiters may take advantage of all employer services and other events sponsored by the Career Center provided they:

- Identify themselves as a third-party recruiter on their employer profile and all job announcements.
- Charge no fees to the candidate.
- Identify, upon request, the name of the actual employer they represent and permit verification of this information.

- Provide a position description for valid openings.
- In accordance with the Family Educational Rights and Privacy Act, release candidate information provided by the university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.

Employers with commission-based or franchise opportunities may take advantage of all employer services and events provided they:

- Disclose that compensation is based partially or solely on commission.
- Do not require payment of non-refundable fees for training and/or materials.
- Do not require that any part of the compensation be associated with recruiting others.
- Disclose the opportunity is running one's own business through a franchise.
- Do not charge penalties, fees or withhold earnings if the franchisee leaves the program.