

POLICY AND TERMS

CAREER FAIR PAYMENT, REFUND & NO-SHOW POLICY

- Payment obligation is incurred upon registration.
- All cancellation requests must be received in writing within 48 hours of registration. No requests received after this time period will be accepted. Telephone requests WILL NOT be honored. Email written cancellation requests to Kristen Itahara at kitahara@ucsd.edu. Cancellations made prior to this date will be refunded in full, minus a \$50 processing fee. All refunds will be made in the same way payment was originally made (example: paid by Visa, refunded on Visa).
- A registered attendee 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, both the completed registration and full payment must be received during the correlating promotional period. If payment is received after the promotional period, then current registration fees apply and are subject to change.
- Payment is due on or before the event date. Failure to make payment on or before the event date will be assessed a late fee.
- Fees are non-transferrable.

ADDITIONAL REPRESENTATIVES POLICY

Two representatives are included in the standard career fair registration. 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 **BEFORE TWO WEEKS PRIOR TO THE CAREER FAIR DATE**. Five maximum recruiters per table are allowed.

If additional recruiters attend the career fair that have not registered, we will accommodate them by allowing them access to the event and providing them with a lunch ticket. **After the career fair, your company will be invoiced at the walk-in rate of \$75 per additional representative.**

TERMS OF PARTICIPATION

The UC San Diego Career Services 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 recruiting for 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 Services 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 Services Center policies or any violation of University of California, local, state or federal laws.

Third-party recruiters may participate in events sponsored by the Career Services 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 participate in events sponsored by the Career Services Center 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.