

# CAREER FAIR REGISTRATION AND CANCELLATION POLICY

Career fairs provide an excellent opportunity for students to network with employers to explore full-time, part-time, internship, and cooperative education opportunities. The Department of Career Planning and Development (DCPD) has outlined specific employer policies for career fair participation. Please note that the DCPD at Kennesaw State University reserves the right to refuse participation to employers based on industry representation and space availability, including but not limited to the information below.

## Employer Eligibility

Employers/contacts are not allowed to register for and/or attend career fairs under the following circumstances:

- Employers must provide an actual contact name for the organization's registration on the chance we need to contact you for emergencies.
- The employer charges the student a fee for employment.
- Any organization or contact that is denied access to the employer directory in Handshake, the DCPD's online recruitment system.
- Any organization that is ineligible to post positions.
- Past-due organizations (organizations that have not paid their registration fees from previous events).
- Organizations who seek only to promote their services and products, rather than actually recruit career fair attendees for employment opportunities. KSU has a very comprehensive [No Solicitation policy](#); companies found to be in violation of this policy may have their recruiting privileges terminated.

## Refund/Cancellation Policy

- Employer registration payments are due by the due date listed on your invoice. Failure to pay by the due date may result in your organization being removed from the fair and placed on the employer waiting list.
- All cancellation requests must be received in writing and include:
  - Event Title
  - Contact Name
  - Invoice #
  - Reason for cancellation
- Confirmation of the cancellation request will be provided upon receipt of the written request.
- A request for a refund will be accepted up to 21 days prior to the event. Cancellations beyond this date will forfeit a refund. Approved refunds are subject to a \$45 administration fee to offset system and financial charges.
- Cancellations received after the refund date noted on the invoice are still responsible for payment. Future registrations will not be allowed until this balance is paid.

## Hazardous Weather and Emergencies

- In the event of hazardous weather, the DCPD will not host career fairs or other scheduled events if Kennesaw State University is closed.
- In the event of any emergency, the DCPD will not host career fairs or other scheduled events if conditions are deemed to be unsafe.
- The DCPD will make the decision on whether to cancel an event no less than three hours prior to the scheduled start time.
- The DCPD will make every reasonable attempt to post notification on our website (<https://hirekennesawstate.com>) no less than two hours prior to the scheduled start time.
- In the event a career fair is cancelled, DCPD will make every attempt to reschedule for a later date.
- In the event a career fair is cancelled, all registration fees will be applied to the new date.
- In the event an employer is unable to attend due to inclement weather, or an emergency in his or her geographic area, no refunds or compensatory registrations at an upcoming event will be offered.

Questions about career fairs that are not answered by this policy should be directed to the Employer Relations Team at Kennesaw State University (470-578-2724).

careers.kennesaw.edu  
470-KSU-INFO (470-578-4636)



@KSUcareers



**KENNESAW STATE  
UNIVERSITY**  
DIVISION OF ENROLLMENT SERVICES  
*Career Planning and Development*