**University of Iowa Pomerantz Career Center Career Fair Refund & Agreement Policy**

The University of Iowa Pomerantz Career Center reserves the right to cancel Career Fair registration in the following situations (full refund will be provided):

* If the opportunity from the organization does not require a degree,
* If the organization owes University of Iowa funding from previous events,
* Or if the organization opportunity or nature/status of the organization suggests that it is inappropriate for our service population.

If a company/organization/employer chooses to withdraw completely from a Pomerantz Career Center career fair, the following refund policy will apply. *Once you have been notified that your registration has been approved, our refund/cancellation policy is in effect.*   All changes and cancellations must be in writing and emailed to Joanna Halsch, Associate Director of Events, at [joanna-halsch@uiowa.edu](mailto:joanna-halsch@uiowa.edu) .

Cancellations:  
If cancellation occurs 7 business days in advance of the fair (not including the day of the event), you will receive a full refund.  
If cancellation occurs less than 7 business days in advance of the fair (not including the day of the event), you forfeit your registration fee.

Refunds:

All refunds will be processed after the event.  We cannot credit or “roll over” the cancelled registration to another event. Outstanding bills from events must be paid and may prevent participation in future Career Services events. The Career Center is not able to refund event registration fees based on organization dissatisfaction with the number of students organizations meet with.

No Shows:  
Organizations that do not check in on the day of the event during the provided check in time frame will be considered a “no show." The table may be reassigned and the organization will be billed for the event. We cannot “roll over” the registration to another event or refund the fee.

Weather Policy:

In instances of inclement weather, please contact Joanna to discuss refund possibilities.

Career Fair Contact*:* Joanna Halsch: [joanna-halsch@uiowa.edu](mailto:joanna-halsch@uiowa.edu); 319-353-2816

*Disclaimer: Pomerantz Career Center reserves the right to address each case individually.*