



## **University of Iowa Pomerantz Career Center Event Refund Policy**

If a company/organization/employer chooses to withdraw completely from a Pomerantz Career Center event, the following refund policy will apply. *Once you have been notified that your registration has been approved, our refund/cancellation policy is in effect.*

### Cancellations:

If cancellation occurs at least 3 business days in advance of the event, you will receive a full refund.

If cancellation occurs less than 3 business days in advance of the event, you forfeit your registration fee.

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) .

### 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.

Event 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.*