

**INDUSTRIAL AND OPERATIONS ENGINEERING CAREER FAIRS
CAREER FAIR PAYMENT, CANCELLATION AND REFUND AND ADDITIONAL EVENT POLICIES**

INDUSTRIAL AND OPERATIONS ENGINEERING CAREER FAIR - IN PERSON

PAYMENT POLICY:

Payments are due in full by August 30, 2022. A \$50 late fee charge will be added if payment is not received by this date.

ADDITIONAL PAYMENT NOTICE:

Organizations with outstanding fees from any Engineering Career Fair will not be permitted to attend future Engineering Career Fairs until their account is paid in full.

CANCELLATION AND REFUND POLICY:

Cancellations must be submitted in writing to eng-careerfair@umich.edu. Cancellations will be confirmed via email from eng-careerfair@umich.edu. Payment is due in full if you cancel after August 30, 2022, or do not participate on the day of the event.

Refunds will be made as follows, regardless of the reason for canceling:

- On or before August 30, 2022 - full refund on payments received
- After August 30, 2022 - no refunds will be made after this date

ADDITIONAL POLICIES FOR IN PERSON CAREER FAIR:

Due to requirements for serving food at the University of Michigan, organizations are prohibited from serving food to students during the career fair. By registering to attend the career fair, you are agreeing that your organization will not serve food to students during this event. Please contact the ECRC if you do not agree to this policy.

Photographs taken at this event may be used to promote the College of Engineering and the University of Michigan in print or on the web. By registering to attend the career fair, you are agreeing that all of your organization's representatives agree to this policy. Please contact the ECRC if you do not agree to this policy.

INDUSTRIAL AND OPERATIONS ENGINEERING CAREER FAIR - VIRTUAL

PAYMENT POLICY:

Payments are due in full by September 9, 2022. A \$50 late fee charge will be added if payment is not received by this date.

ADDITIONAL PAYMENT NOTICE:

Organizations with outstanding fees from any Engineering Career Fair will not be permitted to attend future Engineering Career Fairs until their account is paid in full.

CANCELLATION AND REFUND POLICY:

Cancellations must be submitted in writing to eng-careerfair@umich.edu. Cancellations will be confirmed via email from eng-careerfair@umich.edu. Payment is due in full if you cancel after September 9, 2022, or do not participate on the day of the event.

Refunds will be made as follows, regardless of the reason for canceling:

- On or before September 9, 2022 - full refund on payments received
- After September 9, 2022 - no refunds will be made after this date