The purpose of this policy is to protect the best interests of LSU students and alumni, the LSU Olinde Career Center, and the employers we serve as it relates to employer attendance for interview days and events hosted by the LSU Olinde Career Center.

Students and alumni rely on employer attendance for interview days and events in order to secure career opportunities and networking experiences. The LSU Olinde Career Center publicizes which employers are registered for events in advance, allowing students and alumni to coordinate their own attendance and preparation based on companies they wish to interact with. Late cancellations and no-shows on behalf of employers reflects negatively on the company, takes away student and alumni opportunities, and voids any preparation students and alumni invested before appearing for the interview or event.

Additionally, as a self-generated funded department, the LSU Olinde Career Center relies on event fees and registrations to support its mission of assisting students and alumni in choosing careers, obtaining career-related work experiences, developing job search skills, and securing employment or admission into graduate or professional school. When an employer commits to attending an interview or event, funds are committed toward supplies and services required to support that employer's attendance well before the date of the event. Advance notice of employer cancellation allows the career center to adjust event contracts and cost to accommodate for changes in employer attendance. Without advance notice, the career center must forfeit this critical funding.

Therefore, in order to maximize opportunities for students and alumni, protect employer reputations, and be good stewards of LSU Olinde Career Center funding, the following Cancellation, No-Show, and Inclement Weather Policy is in effect.

Failure to pay all fees will prevent the organization from registering for future events until full payment is made.

Multiple No-Shows or Late Cancellations could result in a company’s inability to recruit at LSU.

**Cancellations**

Cancellations will be accepted provided that notification is received by the LSU Olinde Career Center two weeks prior to the event. Cancellations must be sent via e-mail to the LSU Olinde Career Center at career@lsu.edu.

The company is responsible for reaching out to students who submitted a resume to their open position informing them of the cancellation. Once notification is sent, the company must inform the LSU Olinde Career Center at career@lsu.edu of the notification to be able to close out the interview schedule.

**Received Two Weeks Prior:**

- **Registered & Paid:** Any cancellations received two weeks prior to the event (14 days) will receive an event credit that is valid for one calendar year of the respective event date. If the credit is not used in the calendar year, the credit will be voided.

- **Registered & Unpaid:** No fee charge will be incurred for the cancellation of the registration as long as the cancellation is received by the two week deadline.
Received Later than Two Weeks Prior:

- Any cancellations received less than two weeks to the event will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request (ie. extra tables, electricity, additional representatives, etc). This can including paying the current balance in full or not receiving an event credit for the cancellation.

No Shows
A registered attendee who fails to attend the event without prior notice to the Olinde Career Center would be considered a “no-show” by the office.

The company is responsible for reaching out to students scheduled to interview with the company. Once notification is sent, the company must inform the Events Coordinator of the notification.

Registered & Paid:

- If a registration has been made and fees paid and your organization is a "no-show" for a career event, registration fees will not be refunded or credited toward any future career event.

Registered and Unpaid:

- No-show and no cancellation prior to the event will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request (ie. extra tables, electricity, additional representatives, etc).

Inclement Weather

Rescheduled Event:

- Should inclement weather prevent an event from occurring on the scheduled date, the LSU Olinde Career Center will attempt to reschedule the event.
- If the organization still chooses to participate on the rescheduled date, all fees, as well as cancellation policies will apply.
- If your organization cannot attend the rescheduled event, an event credit of the total amount of registration fees paid will be issued to your organization and must be used within one calendar year of the rescheduled event date.

Cannot Reschedule Event:

- If we cannot reschedule the event, a refund of 75% of the total amount of registration fees paid will be credited to the registered organizations due to expenses incurred in order to host the fair.

Other Weather Concerns:

- If a company cannot attend an event due to inclement weather in their area (not the Baton Rouge area), the company will incur a 100% registration fee credit to be used in one calendar year.