

Information Session Rescheduling & Cancellation Policy

We're looking forward to hosting you for your information session at Western, and understand that situations may change and your session format/date/time may need to be adjusted. For this reason, we have created a rescheduling & cancellation policy that will assist you with finding an alternate date/method through which you can meet our students.

In-person Information Sessions

We will reschedule and/or offer to host your session VIRTUALLY for the following reasons:

- Low registration #s (i.e. less than 5 students/alumni registered)
- Weather in the organization recruiter's region is unfavourable, and they are unable to travel to the university
- Western University is closed
- Recommendations from the local and federal health authorities to shift to virtual format
- Organization's recruiting team has an urgent scheduling/staffing change

We will charge a cancellation fee for the following reason:

- Organization's recruiting team no longer wishes to host the session in any format (in-person or virtual) and isn't looking to reschedule

Virtual Information Session

We will reschedule your session for the following reasons:

- Low registration #s (i.e. less than 5 students/alumni registered)
- Western University is closed
- Organization's recruiting team has an urgent scheduling/staffing change

We will charge a cancellation fee for the following reason:

- Organization's recruiting team no longer wishes to host the session in any format (in-person or virtual) and isn't looking to reschedule

Cancellation Fee Schedule

# of Business Days Before Session	Cancellation Fee Amount
> 5 Business Days	\$25
2-5 Business Days	\$50
<2 Business Days	<u>No refund. Cancellation Fee is FULL registration cost</u>

Questions?

Contact us at hirewesternu@uwo.ca