

Payment Policy for TTU Career Events

Employer payment requirements:

Registering for any TTU career event is agreement to payment of full fair costs. The registrant will receive a confirmation letter via email along with an invoice. Payments must be received no later than 10 days prior to the date of the fair. The University Career Center accepts check and credit card payments. Submission of the registration form by an employer is considered a reservation and agreement to this Payment Policy. Once payment has been received, the registrant will receive an email with a receipt attached. The University Career Center will resend the confirmation letter before the fair one (1) month out, and two (2) weeks prior to the event.

Checks will be deposited one (1) week after the event.

Government agencies and non-profit organizations

Government agencies and/or non-profit organizations with payment restrictions are exempt from the requirement to pay prior to the event. Payment must be made no later than 30 days after the event.

Full refunds:

For a full refund of registration fees, *the University Career Center must be notified of cancellation at least five (5) business days before the event is held.* The registrant must speak with a University Career Center staff member at 806-742-2210 to cancel the registration.

Late cancellations/no-shows:

If registrant does not give proper cancellation notice (at least five (5) business days prior to the event), the University Career Center will keep the registration fee that has been paid. The registrant will receive a repeat invoice if payment has not been received.

For any questions regarding this policy or the career event, please contact the University Career Center at 806-742-2210.

This policy is upheld to allow for budgetary decisions related to the event. This ensures accurate marketing of the event to TTU students, staff and faculty. Any outstanding invoices will need to be paid prior to registering for other events.



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