

Inclement Weather Policy

At Shenandoah University, campus is only closed in the most severe circumstances. If the University remains open, the scheduled career event will be held. Although we advise caution, attendance at the career event will be up to the discretion of the attendee. Attendees who cancel will be held to the Career Service Office Cancellation Policy.

In the event of inclement weather, the Career Services Staff will monitor weather conditions and consult with University officials. If Shenandoah University closes due to inclement weather, a decision will be made no later than 6:30am and will be communicated to all participants via e-mail, phone, and through our Hornets4Hire system. You may also check the status of the University by visiting www.su.edu or by calling the main Shenandoah line at [540-665-4500](tel:540-665-4500). If the University has a delayed opening that affects the time of the scheduled Career Event, we will notify attendees of a cancellation or delay in start time decision by 6:30am.

Should inclement weather cause the University to be closed and prevent an event from occurring on the scheduled date, the Career Service Office will make every attempt to reschedule the event. If the organization still participates in the rescheduled event, all fees will apply as normal.

If we are unable to reschedule the event OR your organization is unable to attend the rescheduled event, a refund of 100% of the registration fee will be refunded via check to the organization.

Cancellations Policy for non-weather related occurrences

Request for registration cancellations, other than weather related reasons, for Shenandoah University Career Events will be accepted provided that written notification is given. Cancellations must be sent via email rlombard@su.edu and must be received by the stated cancellation deadlines listed below:

- Cancellations received at least 15 calendar days (requested before 5pm) before the scheduled fair will receive a 100% refund or have the option to credit their fee to a different fair in the future
- Cancellations received at least 7 calendar days before the scheduled fair will receive a 50% refund or have the option to credit their fee to a different fair in the future
- Cancellations received less than 7 calendar days before the event will be charged the full registration fee, but will have the option to credit their fee to a different fair in the future
- No-shows will incur a 100% registration fee charge and not have the option to transfer their fee to different fair