



CAREER & PROFESSIONAL DEVELOPMENT TRIP POLICY

Shenandoah University Career & Professional Development offers multiple trips throughout the year to graduate/career fairs and networking events in order to expand opportunities for Shenandoah University undergraduate students, graduate students, and alumni. For these events, Career & Professional Development provides free transportation. Each trip must meet minimum participation guidelines in order for the trip to take place.

Minimum Participation

In order for Career & Professional Development to continue on the designated trip, a minimum of **three participants** must be registered to attend.

Trip Cancellation due to Participation

Three participants must be registered and confirmed by 3:00pm two days prior to departure. For example, if the trip is to take place on January 31, the student must be registered and confirmed no later than January 29 at 3:00pm. If a student who has registered needs to cancel, it must be done two days prior to departure. This allows adequate time for Career & Professional Development to make decisions about event cancellation and/or modification.

Notice for Trip Cancellation

If three participants are unable to be confirmed, communication will be sent out via e-mail regarding the status of the event. This communication will take place no later than 9:30am the day before the event departure through e-mail or a phone call. For example, if the event is to take place on January 31, notice for trip cancellation will be sent out by 9:30am on January 30.