

## Employer Refund, Signup and Payment Policy (Effective 1/1/2024)

To ensure a smooth registration and payment process, in addition to providing equity to all potential external partners, please adhere to the following policies:

**Registration as an Approved HACC Employer:** In order to bill appropriately for your registered event, employers should click the following link if they have not already been established as approved vendor/employer and received an H-number from HACC: [HACC Employer Partner Information form](#)

If you are unable to register or have questions, please contact us at [careerservices@hacc.edu](mailto:careerservices@hacc.edu).

**Making a Payment:** Payments can be made via CashNet. Please pay by credit card using the payment link: <https://commerce.cashnet.com/EVJOBA>

**Payment Deadline Policy:** Payment in FULL is required within 10 business days of the date of receipt of the invoice for any event in which you register. You will receive the invoice directly from our billing department. If you need additional time to make a payment based on your company's policies for accounts payable, you MUST make us aware within those 10 business days.

If you fail to PAY in FULL within the 10 business day timeframe, then you will AUTOMATICALLY be REMOVED from that event's registration and your spot will be opened to waitlisted partners. We appreciate your understanding and adhering to this Payment Deadline Policy.

**Cancellation Policy:** If you must cancel your reservation for attending an Employer Partnership/Career Development & Transfer Services event after you have made a payment, the following Cancellation Policy is in effect:

- No refunds will be issued for cancellations
- Extenuating circumstances
  - If a cancellation needs to be made based on a circumstance that is at no fault to the recruiter, refunds will not be issued, but rather, another opportunity to attend an event on campus will be provided. These will be handled on a case-by-case basis, and HACC reserves the right to deny a request.

### **No Show Policy:**

- No refunds will be issued for no contact, no show employers
- If an employer is registered to attend, and does not show up on the day of the event, that employer will be unable to attend another career event for the remainder of the academic year