



**Carleton
University**

Career
Services

Carleton University
401 Tory Building
1125 Colonel By Drive
Ottawa, ON K1S 5B6

Campus Recruitment Packages Agreement and Policy Outline

Thank you for purchasing a Campus Recruitment Package. This document will outline our policies.

Payment Instructions

Payment in full must be received 14 business days prior to the event and can be made through [CUHire](#). For instructions on how to complete payment, please reach out to employerrecruitment@cunet.carleton.ca

Promotional Material Required

In order to promote your session effectively we require promotion material including positions you are recruiting for, a description of your organization, details on what students can expect during the session, and promotional graphics to include in our social media promotion. We ask that you provide us with these details no later than 14 business days prior to the date of your scheduled session. If we do not receive these details from you, our team will use general information we can gather from your organization's website.

Additional Services

Additional services including furniture rental and catering services are the responsibility of the employer. Career Services is happy to provide a quote for furniture rental upon your request. For catering services, the employer can contact Dining Services: <https://carleton.catertrax.com/>.

Cancellation Policy

Cancellations requested more than 14 business days prior to the date of the scheduled recruitment session will be eligible to receive a full refund. Cancellations requests **after** 14 business days prior to the date of the scheduled recruitment session are not eligible to receive a refund. Depending upon availability, the session may be rescheduled within the same term at no cost. To cancel a scheduled session, please email employerrecruitment@cunet.carleton.ca.

Inclement Weather Policy

In cases where your session takes place on a day Carleton University closes due to inclement weather, your information session will not take place as scheduled and our team will be in contact to reschedule

for a later date. Should Carleton University close due to inclement weather, our team will reach out to you as soon as possible to notify you of the closure. You can also check for details here:

<https://students.carleton.ca/weather/>.

If Carleton University remains open in inclement weather, it will be up to your discretion to continue with the scheduled session. If you decide to reschedule your session due to inclement weather, we will work with you to select a new date. Should you decide to cancel your session and not reschedule, you will be charged a cancellation fee of 50% of the package cost.

*Please note that student attendance may be impacted due to inclement weather.

*This policy does not include virtual sessions. For any recruitment sessions that are held virtually, they will remain scheduled.