

University of Southampton Employer Events Terms and Conditions 2019/20

1. Confirmation of Event

- 1.1. Submitted Employer Event booking forms will be acknowledged upon receipt, by a Careers Fairs and Events coordinator, within 5 working days of submission.
- 1.2. Employer Event booking forms submitted before 1st September 2019 will be provisional until room bookings open after 1st September 2019. Once room bookings open, you may be offered your second or third choice of date, otherwise alternative dates will be proposed.
- 1.3. We seek to offer our students the most appropriate range of organisations and events and reserve the right to decline a booking request. A decision is made by the Careers and Employability Service as to whether:
 - i) The event will be of value to our students
 - ii) There are other similar organisations holding events
 - iii) There are too many events of that type taking place
 - iv) The company charges students for participation in their programme or services. If this is the case, we will not be able to confirm the booking as we do not promote these types of organisations

2. Cancellation of Event

- 2.1. The University reserves the right to cancel any event or service at its sole discretion at any time prior to and including the date for providing that event or service. Where reasons for such a cancellation takes place is within the University's control, the University will notify you in writing by email of that cancellation and offer an alternative event. Where the cancellation is outside of the University's control, there may not be the opportunity of a notification in writing, offer of a place at an alternative event or a refund of the amount paid in respect of that order.
- 2.2. The University reserves the right to cancel any event or an organisation's involvement in an event if that organisation is contravening the processes and/or terms and conditions of the Careers and Employability Service, such as holding its own sign up for students and or/inviting non-University of Southampton students where this has not previously been discussed with the Careers and Employability Service.
- 2.3. The University reserves the right to cancel any event or an organisation's involvement in an event if that organisation has not paid in full the associated costs of their event (*see point 3.2 and 3.3*)
- 2.4. The University reserves the right to cancel any event which has a low sign up i.e. fewer than 10 students have registered to attend. In this instance an alternative date and/or type of event may be offered and the cancellation policy (*point 2.5*) does not apply.
- 2.5. If an organisation cancels within 5 working days (inclusive) of an event taking place, a cancellation fee of £100 plus VAT will apply. This fee covers the administrative costs incurred by the Careers and Employability Service and does not include any cancellation charges that may be applied by the University in relation to room hire, catering or hire of equipment through Conferencing and Hospitality or SUSU.

3. Payment

- 3.1. Invoicing information must be entered by the organisation or booking agent upon completion of the Employer Event booking form on iSurvey. Without this information an event cannot be confirmed. If an organisation has no costs associated to their event i.e. No refreshments and is not a presentation, invoicing information is needed for cancellation purposes (*see point 3.5*)
- 3.2. If an organisation or booking agent has costs associated to their event i.e. Refreshments or a Presentation then payment must be made in full, within 14 calendar days (inclusive) of the event taking place.
- 3.3. If an event is booked less than 14 calendar days (inclusive) prior to the event, the full amount must be paid within three calendar days (inclusive) of the event.