



General Student Mail Policy

1. Your address for US Mail should look like this:

Your Name
Messiah College
Your box number
One College Ave
Grantham, PA 17027

2. Campus Mail should **always** use a name and box number

Recipients Name
Box XXXX

Any First-Class or Campus Mail without a box number, may be delayed up to 3 days!

Non-First Class Mail such as clothing catalogs, non-profit mailings, credit card solicitations, etc. get recycled without a box number.

3. Each mailbox will be shared by at least two people - this means that if you find two or three of the same thing in your box with no names, there is one for each person sharing the box - if you have not gotten yours, take one.
4. There is a **\$25.00 fee** that goes on your student account for a lost mailbox key.
5. Bring your key with you to check your mail - we do not hand mail out through the door..
6. Minimum size for all mail is 3 ½" x 5"
7. Mailings of 10 or more pieces of campus mail must be in box number order and banded together.
8. Packages too large to fit through the campus mail slot must be put into one of the lockers along the hallway by using one quarter and following the directions inside the locker door. Use a locker with an orange or grey tag attached to the key. **Cross out the last name on the tag, put the new name and box number on,** and drop the tag and key into campus mail.

