



## **Post Office Mail Handling Policy**

1. All incoming student mail will be sorted by box number on the mail piece.
2. All mail without the box number will be put into a tub or tubs to be distributed after the mail with box numbers has been distributed.
3. All first class mail, periodicals, and campus mail, that does not have a box number will then be looked up in the computer for box number and distributed.
4. All “junk” mail will be considered improperly addressed and will be recycled if it does not have a box number. “Junk” mail is generally mail that is sent at non-profit, presorted standard, and bulk mail rates. This type of mail are items such as Victoria Secrets catalogs, LL Bean Catalogs, credit card solicitations, etc.
5. Bulk mailings that are addressed to students that are bulk rate mailings will be recycled if they are not related to college business. These items are considered delivered by the Grantham Post Office once we receive them and are up to our discretion for delivery.