

## CAMPUS POST OFFICE KEY POLICY

Mailbox units and keys are assigned to students at the beginning of their first semester at Messiah College. Students keep their mailbox unit assignment and key until they graduate, unless they leave campus for a period of longer than one semester.

If you lose your mailbox key, a new key can be issued to you at the Campus Post Office service window. A \$25 fee will be applied to your student account for a lost mailbox key.

Campus Post Office mailbox keys must be returned within two weeks if you are going to be away from the college for any more than one semester at a time, including medical leave for more than one semester, withdrawing, or graduating. If mailing your key, please mail in a padded envelope with your name and mailbox unit number enclosed to:

Messiah College  
One College Avenue  
Suite 3100  
Mechanicsburg, PA 17055

A \$25 fee is added to your student account upon notification that you are no longer attending Messiah College if your key has not been returned.