



Policies and Procedures Manual

Title: Student Mail Forwarding Policy
Policy Administrator: Post Office Manager
Effective Date: 1/4/2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform the College community of the policies regarding mail forwarding for students. Mail forwarding occurs during summer months and during the school year for students taking part in the Study Abroad and Washington Programs. Graduating seniors have 60 days to change their address on all second class mail and one year for all first class mail.

Policy:

1.0 Mail Forwarding During the School Year

First and second class mail will be forwarded to the home address of those students on leave in Washington, D.C. or taking part in the Study Abroad Program. Mail will be forwarded once during Christmas break by special request only. Forwarding services are not available during spring vacation or Easter recess. Daily and weekly newspapers will not be forwarded and are not retained unless a special request is made.

2.0 Mail Forwarding During Summer Months

Mail forwarding will start after finals for underclassmen and after graduation for seniors. All mail will be sent to the student's home address unless a change of address form or hold order is filed with the Post Office. Mail will be forwarded to all underclassmen until August 1st.

Forms:

Title
URL
Title
URL

Related Information:

Title	Student mail forwarding information
URL	http://www.holycross.edu/post_office/mail_forwarding/
Title	
URL	

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