University of Alabama
Ferguson Mail Center
Mailbox Agreement & Terms of Use

1. The purpose of the Ferguson Mail Center (FMC) is to provide a place for students attending the University of Alabama to receive mail and packages. There is no other USPS delivery on campus. By completing this form, you appoint and authorize the University of Alabama Campus Mail Service to act as your agent for the receipt of your inbound mail/packages for a period not to exceed that for which rent has been paid in advance.

2. Box holders are responsible for checking their mailbox at least once per week. All mailboxes are designed to receive flat mail in compartments of 10½” W x 2 1/8” H x 14” D. All mailboxes are equipped with a 3-digit combination lock. Box holders should rotate their combination number dials after closing the mailbox door to ensure their mailbox remains locked at all times.

3. Information provided by the box holder will be kept confidential and will not knowingly be disclosed without applicant’s consent, except as may be required by law or regulation for law enforcement, postal operation, or other purposes, in which case the University of Alabama will cooperate fully to the extent required by law or regulation.

4. The University reserves the right to examine all incoming mail and packages for potential threats. Box holder agrees that no hazardous, infectious, or dangerous materials will be ordered or solicited by box holder for delivery to the UA FMC.

5. Mailbox rental fees must be paid in advance. No prorating is available and no refund will be made if service is canceled. Mailbox service will be automatically terminated within 5 days after renewal date if payment is not made. Mail received after the expiration of the rental period will be returned to the sender.

6. Mailboxes are exclusively for the box holder use only. Mailboxes may only be shared with immediate family members (wife, husband, son, daughter, brother, sister). Box holder agrees not to share the mailbox with other individuals. Mail not addressed to the box holders will be returned to the sender.

7. Services being provided may not be used for any purpose prohibited by postal regulations or for any other illegal or illegitimate purpose. Box holder agrees to use services in accordance with University of Alabama rules and policies, the Student Code of Conduct and in compliance with all U.S. Postal regulations, as well as local, state, and federal statutes and regulations. Failure to do so may result in cancellation of service without notice, refund, or mail forwarding.

8. Mailbox and package receiving services may only be used for the receiving of personal mail items. The box holder’s address may not be used as a business or commercial address or for any other commercial activities.

9. The University of Alabama’s Campus Mail Service will accept inbound accountable mail (Certified Mail, Insured Mail, Registered Mail, Express Mail, Delivery Confirmation, etc.). A notice will be sent electronically via e-mail to the box holder’s official University of Alabama e-mail address advising that these items can be picked up at the Customer Service window.

10. Only mail & packages received through the United States Postal Service, United Parcel Service, FedEx, and DHL will be accepted by the FMC. Deliveries made by truck/freight lines, business couriers, office runners, flower shops, etc. will not be accepted.

11. Once mail has been placed in the box holder’s assigned mailbox, the mail shall be deemed to have been delivered and the University shall not be responsible for loss, theft, or damage. Campus Mail Service is not responsible for the failure of the United States Postal Service to deliver mail in a timely fashion or mail delivered in damaged condition.

12. Postage Due or C.O.D. items will not be accepted.

13. Medications requiring refrigeration will be held no longer than 5 business days. If the item is not picked-up by the 5th business day it will be returned to sender.

14. FMC is not responsible for any packages containing perishable items. We will not refrigerate these items. Any packages that contain perishable items and not picked-up within 5 business days will be returned to the sender (if possible) or discarded.
15. Box holder shall use this address structure exactly:

   STUDENT’S NAME  
   MSC # XXXXXX  
   1831 UNIVERSITY STATION  
   TUSCALOOSA, AL 35487

   Any deviation from this address structure could cause a delay in delivery or cause the item to be returned to the sender as undeliverable-as-addressed. Avoid using nicknames. It is the box holder’s responsibility to ensure all correspondents use the correct address format.

16. Box holders are responsible for immediately returning any mail items received in error or which are not addressed to them.

I understand and agree to all of the policies outlined above.

Signature of box holder: ___________________________ Date: ______________
Box holder’s Name: (PRINT) ___________________________

Mailstop Code (MSC#)

Login to myBama and find “Ferguson Mail Center” under the Student Tab to see your account details, including the combination to your mailbox.