

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

1. Services being provided may not be used for any purpose prohibited by USPS regulations or for any other illegal or illegitimate purpose. Customer agrees to use services in accordance with The 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 the suspension of service without notice.
2. The University reserves the right to examine all incoming mail and packages for potential threats.
3. Customer agrees that no hazardous, infectious, illegal, or dangerous materials will be ordered or solicited by the customer for delivery to the Ferguson Mail Center.
4. Services may only be used for the receiving of personal mail items. The customer's address may not be used as a business or commercial address or for any other commercial activities.
5. All students may receive first class letter mail. Please view attached link for clarification of first class letter mail. <https://pe.usps.com/BusinessMail101?ViewName=Letters>
6. Only trackable packages received through the United States Postal Service, United Parcel Service, FedEx, and DHL will be accepted by the Ferguson Mail Center. Deliveries made by truck/freight lines, business couriers, office runners, flower shops, etc. will not be accepted.
7. 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 (if possible) or discarded.
8. Campus Mail Service will not be 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 sender (if possible) or discarded.
9. Campus Mail Service is not responsible for mail or packages delivered damaged.
10. Campus Mail Service is not responsible for packages not delivered in a timely manner. Please be aware of the hours of operations as posted on the Campus Mail Service website. Overnight and priority shipping does not guarantee that packages will be available for pickup at the times the carrier provided.
11. Customers shall use this address structure exactly:

STUDENT'S FULL 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.