Mail Policy for Off-Campus Study

If the mailroom receives no instructions, mail for all off-campus students will be forwarded to the home address in the College directory.

**Students studying in the United States:** mail can be forwarded to the off-campus study site at no charge. The College mailroom must be notified in writing by the student of this request.

**Students who are studying abroad:** US mail with first class postage can be forwarded overseas. No other class of mail can be forwarded. Other classes of mail will be recycled, returned to sender, or disposed of by the College mail room. If students planning to study in another country would like to have mail sent to them via Priority mail, that option is available by prepaying for the service before you go off campus. Contact Mike Gorrell in the College mail room for further information on this alternative.