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 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.

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 UA FMC.

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. Only trackable 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.

6. 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.

7. 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.

8. Campus Mail Service is not responsible for packages delivered damaged.

9. Campus Mail Service is not responsible for packages not delivered in a timely manner. Please be aware of the hours of operations and that overnight and priority shipping does not guarantee that packages will be available for pickup at the times the carrier provided.

10. Customer 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.