



**SCHOOL OF PUBLIC HEALTH
STUDENT MAIL SERVICES POLICY**

All graduate students at the School of Public Health are provided with a mail slot with University Mail Services delivery. Mailboxes are located on the 3rd floor of the SPH building and organized alphabetically by last name. To receive your mail from off-campus, the address on all material sent to you should conform to the following address format:

(Student Name)
Brown University
School of Public Health
Box G-S121-3
Providence, RI 02912

Each floor has outgoing mail collection areas. Your program administrator will be able to direct you accordingly.

Campus mail is correspondence circulated within the University mail system free of postage. All members of the University community have campus mail privileges. For more on this, including restrictions and requirements, see:

<https://www.brown.edu/about/administration/mail/student-mail-policy-general-service-information>

It is a priority for Brown University Mail Services and the School of Public Health to provide students with the best mail service possible. In order to help us achieve that goal, it is necessary that students understand and comply with the simple, but vital, Brown University and School of Public Health regulations listed below. Please review the regulations and contact Lisa Mette at (401) 863-3375 with any questions or concerns regarding your mailbox or the mail services policy.

1. The use of a mailbox is restricted to mail that is received from USPS, FedEx, UPS and DHL only. University Mail Services will not accept packages that require a signature.
2. Using a mailbox address to operate a business or to receive mail for anyone other than the assigned box holder is prohibited.
3. Students are responsible for checking their mailboxes regularly. Packages will not be delivered to student mailboxes but rather received centrally. Students will be notified by Victoria Kabakian at sph-operations@brown.edu if a package has been received for them. The School of Public Health is not responsible for the tracking or the safety of any mail.
4. Upon departure from the School of Public Health, students are responsible for providing their Program Administrator (or Graduate Program Director) a forwarding address. The School of Public Health will forward mail to the student for 30 days; after 30 days, mail will be returned to the sender.

Brown University and the School of Public Health provide Student Mail Services as a courtesy and it is expressly acknowledged and understood, by any student for whom packages are held, that Brown University is not acting as an agent for the student, and the University assumes no responsibility or liability for any loss or damage that may result directly or indirectly. Students further agree to release and discharge Brown University from any claims, loss, cost or damages therefrom.

Student Mail Service is used by students at their own risk.

- The School of Public Health reserves the right to reject and not to accept any package from any carrier at its discretion.
- University Mail Services reserves the right to provide this service on an intermittent basis depending on available resources and space for storage of packages.
- The University also reserves the right to terminate this service at any time and without notice.