

**Student Information Card
Student Post Office**

Forwarding Begins _____ and ends _____

Name: _____ Unit Box #: _____

Address: _____ APU ID #: _____

City, State, Zip: _____

Graduating from APU

Study Abroad

Leaving for the summer

Not returning to APU

Staying for the summer

Returned Key

Graduating Seniors:

Keys that are not returned will result in revoked forwarding privileges and all mail will be "Returned to Sender." A fee of \$25.00 will be added to your final bill.

PLEASE ATTACH YOUR KEY TO THIS FORM BEFORE TURNING IN

Returning Students/Study Abroad Students:

If you plan on returning to APU in the fall or will be studying abroad, please keep your assigned mail box key. If you lose your mail key, there will be a fee of \$25.00 to obtain a duplicate key when you return to campus.

Students Remaining on Campus for the Summer:

Please **DO NOT** turn in your key as you will maintain the same mail box for the summer. If you lose your mail key over the summer there will be a \$25.00 replacement fee for a duplicate copy. No post office staff is permitted to give you your mail via any of the service windows.