

# Student Information Card

## Student Post Office

\*Tape key here  
(if graduating or  
not returning)\*



Date to begin forwarding: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Unit Box #: \_\_\_\_\_

Address: \_\_\_\_\_

APU ID #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_


Zip: \_\_\_\_\_

### Check Appropriate Box

  Graduating

  Study Abroad

  Leaving for the summer

  Not returning to APU

  Staying for the summer

### Graduating Seniors:

\*\*\*Keys that are not returned will result in revoking 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 MAIL KEY TO THIS FORM BEFORE TURNING IN IF YOU ARE GRADUATING OR NOT RETURNING.

### 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.