

STUDENT MAIL

All mail sent to you should be addressed as follows:

Your name
PMB # (Private Mail Box)
Dean College
99 Main Street
Franklin, MA 02038

- Please **Do Not Use** the term **“PO Box”** as this refers to off campus U.S. Postal Service addresses and could result in your mail being sent to the wrong address.
- Please refrain from the use of nicknames, as it slows down processing your mail and could result in your mail being returned to sender.
- You will receive a mail key for your PMB (Private Mail Box). **Your mail key must be returned to your mailbox at the end of each academic year. There is a \$25 replacement fee, if the mail key is not returned to the mailroom.**
- Your PMB (Private Mail Box) should be used to receive personal mail. Please limit the online shopping. Dean College provides a shuttle service to local stores, where you may purchase items for personal use and your dorm room.
- A notice will be placed in your mailbox each time you receive a package. “Delivered” does not mean that it is at Dean College. It means your package has arrived at the local receiving facility and will be delivered to Dean College by the end of the day.

If you do not have a notice inside your PMB, your package has not been processed yet.

- When you pick up your packages, you will be required to provide your Dean College I.D. and signature.

Reminder

Before leaving campus for the summer and upon graduation, all students are required to notify senders to re-route their mail to their home addresses.

Thank you for your cooperation. This will help us to process your mail promptly and efficiently. If you have any concerns, please see us at the mailroom or call us at 508-541-1533.

Mailroom hours: Monday through Friday 10:00 am until 3:00 pm

Dean College Postal Services