

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO: IV:04:02

DATE: August 1, 1997

REVISION/REVIEW DATES: March 2014, March 2023

SUBJECT: Mail-at-Home Option for Students

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy was established to respond to requests that expanded services be made available to students.

POLICY

To better serve JSU students and respond to their requests, JSU offers the option of sending university mail to the student's off-campus address. Students may sign up for Mail-at-Home through the Student Access System. The Mail-at-Home option would allow students to receive financial aid checks, correspondence, notices, flyers, and other university-related mail at their designated mailing address. If students no longer want to participate in the Mail-at-Home option at a later time, they may go to the Student Access System and cancel this service. The fee for this service is \$10 per semester for fall, spring, and summer. The fee is non-refundable and will be charged to the student account each semester until it is canceled using the Student Access System.

The following are the procedures for handling mail for students who have paid for this option.

1. Students who wish to receive mail at an off-campus address will sign up online through the Student Access System under MyJSU. The student's JSU account will be charged \$10.00 per semester for the fall, spring, and summer.

2. The Information Technology (IT) Department will post the charges to the student accounts from information that is created when the student registers online for the Mail-at-Home option. Students will update changes of address through the Student Access System under MyJSU. Student's mail will be forwarded to the most current address on file.
3. If a JSU department is preparing a letter/document to the student, the department will type/print the student's name and home address on the envelope.
4. The student's mail will be handled in this manner until the student cancels the Mail-at-Home option in the Student Access System under MyJSU. It is recommended that the student cancel this service prior to the first day of class.

RESPONSIBILITY

The Senior Vice President for Finance & Administration and CFO is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years by the Office of Auxiliary & Business Services.