

Liverpool Hope University

Post Collection - Creative Campus.

- Please note that the Student Post Service is offered to all students residing in Halls of Residence at Creative Campus. Letters will be delivered to the post boxes within the block. Parcels will be stored in the campus office/security lodge.
- It is the students' responsibility to ensure their post is correctly labelled as follows:-
 - Full name and title
 - Flat/Room Number and Hall
 - Creative Campus
 - Shaw Street
 - Liverpool
 - L6 1HP
- The Student Post Area is open each working day between the hours of 12noon and 11pm.
- Parcels and packages are delivered and sorted each working day.
- Oversized parcels will be locked away securely.
- If you receive a slip informing you that you have received one of the above items, please take the slip to the campus office/security lodge position. The item will be brought to you by a staff member, once presented with valid photo ID. You will then be asked to sign for receipt of the item.
- Please check that the details are correct when signing for items. It is your responsibility that you have signed for the correct number of items.
- We are unable to keep items of mail for longer than **20 working days**. All items of mail **not collected** within **20 working days** from the date of delivery will be returned to sender. Uncollected items with no return address will be donated to the University charity Global Hope.
- If students vacate their Halls of Residence for any reason they must remember to change their mailing address. We will not be responsible for post once the student has vacated their room.