

Liverpool Hope University

Post Collection - Hope Park

- Please note that the Student Post Service is offered to all students residing in Halls of Residence on the Hope Park Campus **ONLY**.
- It is the students' responsibility to ensure their post is correctly labelled as follows: -
 - Full Name and title**
 - Hall and Room number, Liverpool Hope Address and postcode**
 - (Liverpool Hope University, Hope Park, Childwall, L16 9JD)**
- The Student Post Area is open each working day, **8.30am - 4.45pm Monday to Friday**
- Letters are delivered and sorted each working day. The post is filed into the pigeon holes in alphabetical order by surname.
- Oversized parcels will be locked away securely.
- You will receive an email informing you that you have received a parcel. Parcels can be collected from the Gateway Building Reception. Please ensure you have valid photo ID.
- 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.