

# Fu Jen Catholic University Student Dormitory Mail And Package Receiving Service Regulations

2021.03.10.2020: Approved in 2nd biweekly meeting of 2nd semester

2021.03.23.2020: Approved in the 6th dormitory center meeting of the academic year

2024.03.06: 2023: Approved in the 6th dormitory by Core meeting of dormitory cadres

2024.03.25.2023: Approved in the 5th dormitory center meeting of the academic year

I. The regulations are based on Article 10 of the "Student Dormitory Management Regulations of the University"

## II. Mail & Package Receiving Service

For the convenience of residents, the dormitory service desk provides receiving packages, registered mail, and home delivery collection services, hereafter referred to as mail. The regulations for the content of items are as follows:

1. All the mail will be kept at room temperature, no fridge provided.
2. Cash on delivery service is not provided.
3. If any mail that does not comply with the dormitory regulations, the resident will be notified, and the mail will be returned by the dormitory.
4. Excluding heavy items (such as personal water supplies), residents can directly contact the delivery company to deliver the goods to their rooms upon arrival
5. Valuable items such as precision instruments, credit cards, wallets, cash, computer equipment (including laptops), electronic devices, etc., should be collected directly from the mail service unit by the addressee to prevent any disputes
6. Fresh products such as eggs, fruits, vegetables, meat, and other agricultural items are prohibited.

### III. Resident cooperation matters:

1. To assist in the distribution of mail, residents are required to provide their correct school address, name, dormitory name, and room number.”
2. For the safety of all residents, individuals with ongoing and regular mail collection needs must proactively inform the service desk of the names and purposes of the items being collected.
3. When collecting mail, a valid photo ID (such as an ID card, driver’s license, student ID, residency permit, passport, etc.) must be presented for identification purposes. If the ID is not easily identifiable, a secondary form of identification must be provided.
4. If there’s a need to borrow the key to the mailroom, a temporary deposit of identification will be required. Upon returning the key, the identification will be returned.
5. Individuals who mistakenly receive mail not intended for them should return it unopened or in its original condition to the service desk. Failure to do so may result in legal action.

### IV. Mail Collection and Return Deadlines:

1. The collection period for mail starts from the date of arrival and spans seven days. Residents are responsible for staying informed about their mail.
2. Mail not collected within the stipulated time will be announced on the bulletin board, and return procedures (sending it back to the original sender or logistics company) will be initiated.
3. Due to limited storage space, please collect the mail within two days of the announcement but not exceeding the collection period.

V. Any amendments or additions to these regulations that are necessary must be publicly announced for compliance by all residents of the dormitory.

VI. This Agreement and subsequent amendments shall become effective from the date of announcement.