

STUDENT CENTER MAILBOX RENTAL REQUEST FORM

Name: _____ GTID #: _____

GT Email: _____ Phone #: _____

Check One: New Box Renewal Mailbox # (Renewal Only): _____

Current Mailing Address:

Street Address Apt # City State Zip

Mailbox Rental Policy

- Renters must be a Georgia Tech student currently enrolled in classes
- Mailboxes are available on a first come-first serve basis
- Students living off campus have the option of renting a mailbox for an annual non-refundable fee of \$30 – covering fall and summer.
- Mailboxes are ONLY available for rent to those students living off campus (GLC and 10th and Home residents are excluded).
- Mailbox rental period ends the last day of finals each semester
- Mailbox number assignments are not guaranteed to remain the same year to year
- Mailbox combination instructions are available on BuzzPort within 24 hours after rental application is processed.
- Mail not removed from the mailbox after 30-45 days is considered “unclaimed mail” and will be returned to sender.

By signing below, I affirm that I have read, understand and agree to the listed Mailbox Rental Policy.

Signature

Date

Amount Charged: _____

Form of Payment: Cash Visa MasterCard

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

I hereby authorize the Georgia Tech Student Center to charge the above method of payment for a Student Center Mailbox.

FOR OFFICE USE ONLY

Mailbox Number Assigned: _____ Amount Paid: _____

Clerk: _____ Date: _____ Receipt Number: _____