



Post policy

We know that you can't always be in to take receipt of your larger packages and parcels but in order to ensure that your items get to you promptly please help us by adhering to the Hamcam post policy.

- All post and parcels must be addressed with your name and postal address as per your contract. (If unsure, please contact the accommodation office)
- Any post without a name or correct address will be refused.
- The accommodation will notify you by text message when we accept delivery of your parcel so please make sure we have your correct phone number.
- When ordering food items, please only do so when you know you will be in to receive it.
- If asking someone to collect post on your behalf, please notify the accommodation team by phone, email or Facebook.
- We will not accept parcels that have been requested to be "left with reception/office" without prior agreement.
- Parcels deemed too heavy or too large will be refused unless prior arrangement has been made.
- We will not accept anything which we believe may contain illegal, illicit, offensive or dangerous items.
- Hamstead Campus Limited accept no responsibility in the event of mishap, loss or damage.

The accommodation office is open for collection of your post Monday – Friday 9am – 5.30pm.

Out of office hours – all post will be left with security, please ensure you bring your proof of identity with you in order to collect your items.