**Shipping and Delivery Information**

**Welcome to St Aloysius (deemed to be University)'s Shipping and Delivery Information Page**

St Aloysius is dedicated to providing timely and secure handling of educational documents and merchandise. Please find below our policies for the personal collection of documents and in-store purchase of merchandise.

 **Document Collection Services**

* **Collection Procedure:** Documents such as transcripts, certificates, and admission letters are issued directly and can only be collected in person by the student or their authorized representative (with an official authorization letter).
* **Fees:** All applicable fees for document processing must be settled prior to submitting any requests for documents. Detailed information on fees associated with each type of document is available at our administrative office.
* **Office Hours for Collection:** Documents must be collected from the administrative office during designated hours, from 9 AM to 1 PM and 2 PM to 4:45PM, Monday to Friday.

**Contact and Support**

For any inquiries related to our collection policies or if you need assistance with the process, please visit our administrative office during business hours or contact our support staff available at the office.

Thank you for adhering to our policies at St Aloysius (deemed to be University). We are committed to ensuring that your interactions with our administrative processes are efficient and satisfactory.