



## Missing Student Notification Process



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Hult International Business School requires all students to provide contact information and an emergency contact to the School. Students must identify their contact on the Student Portal. This person will be notified in the event the student is officially reported as missing. Hult will investigate every report of a missing student and initiate an investigation based on department policy.

If a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the Hult will:

- Begin search procedures.
- Notify appropriate law enforcement officials in the Residence area by going to the police station with a copy of the student's passport and other relevant documents/information.
- Notify the individual identified by the student to be contacted in such circumstances.
- If the student is under 18 years old and not emancipated, notify a parent or guardian.

The police station will contact the embassy of the student who is missing and will coordinate the search for the student with the embassy. All students should be reported missing to the police station they are registered at, if students are living out of the Residence we will need to contact their local police station.

Students, employees, or other individuals who believe that a student living in the Residence has been missing for 24 hours may report it to the Residence Manager.

Students, employees, or other individuals who believe that a student living outside of the Residence has been missing for 24 hours may report it to the Student Service Manager.

All faculty, staff, or students who receive a report of a missing student should immediately report it to the Residence Manager or Student Services Manager.