

HUBBARD COMMUNICATIONS OFFICE  
WASHINGTON, D.C.

Worldwide Distribution  
and application

HCO POLICY LETTER OF OCTOBER 2, 1958

Sale and Conduct of Academy Courses  
(Refer to HCO Policy Letter of 10/1/58)

As of Oct. 15, 1958, effective date, the circumstances and enrollment procedures of courses are changed worldwide.

While the administration must yet be set up the fact and advertisements exist as of Oct. 15, 1958. Even if it isn't done don't put anybody on wait while we scramble. Sign them up and somehow deliver.

Basically: A student may enroll for a course as before but he must understand it will require a year from enrollment date to get his certificate because of Extension Work. We then have two phases of training: Extension Work done at home, and Class work done at the Academy. His course in the Academy is still 8 weeks for HCA/HPA, London, 5 weeks for HCS/BScn, London, 6 weeks for HGS/DScn, London. He may do these weeks at once but he has other work to do as well. He is enrolled for a one-year course in each certificate status. He should not be discouraged by confronting him with this. It does not matter when he takes his time in the Academy so long as he does it. There are written work, exercises and reports on cases to be done before his final exam. It has always taken a year, you can say, to get any actual certificate. We are just now making a reality of it. He can audit people or do anything else he wants, but the time is one year from enrollment to certificate in any grade. He could take all Academy work for all three grades in 5 months all jammed up but he'll still have to complete his first year to get his first certificate. This is no gyp school. It takes three years to get the top rating and more time is spent on the mind and thetan in those three years than in 15 years of psychology or psychiatry. We're taking over the fields of the mind and spirit on Earth. Our people have to be good. Any applicant will agree to that.

#### Extension Courses

Anyone may enroll in an Academy course to HCA/HPA for \$5.00 or L2-0-0. He has to buy his texts (we give away no more texts after October 15, 1958 and allow only membership discount if he is a member.). The enrollment is for one year. Any answer to his enrollment is to send him COD (permission to do so must be on the blank he sends in - blank to be in Ability) a Dianetics: Modern Science of Mental Health, hard cover. (Blank must also be able to say he already has it if he does.) He is sent directly by first-class mail his first lessons. Even if he has been in Academy he does these. They are printed lessons he has to fill out. He furnishes the envelopes and stamps: The lessons are uniformly simple. One is due back each week. The page is perforated at the bottom so a lower strip may be torn off by the Extension Course Director, written on and returned by first-class mail in an envelope. The student gets a nudging card if he fails to send in a lesson. These lessons are a chapter by chapter coverage of Dianetics: Modern Science of Mental Health only. They require mainly agreement. The student can go no further than Dianetics: Modern Science of Mental Health data (no practice) when we find it necessary to bring him in for his 8 weeks (preferable) or at least a Comm Course. Given his Comm Course, his next lessons still apply to Dianetics: Modern Science of Mental Health but now they are auditing practice lessons. We make him find locks, secondaries, engrams in several people. Then we bring him back for more training or (if he took his 8 weeks) we

have him audit things out of people - locks, engrams, secondaries. We have additional lessons covering the remaining texts. The Addressograph Section takes these students names and addresses and keeps the list up to date. Sets of envelopes, cards for file for lessons (that can be used as postal cards but are not stamped) for each week are run off and refiled as lessons appear from student, (leaving the delinquents to be reminded by simply mailing the card.).

The whole of this or any extension course is crisp comm line and accurate administration. It is simple if it is prompt and neat. The whole project can be nicely ruined by poor administration on this. The quality of lessons should be good but are secondary to good thorough administration. People would always rather get a new theory or a dizzy plan rather than face these vital pieces of Mest and a systematic handling of them. Cards and file drawers are obviously vicious.

A plan of the course and how to do it is sent with the enrollment reply, plus an enrollment card he can show his friends to explain why he wants to practice on them.

Similar texts and enrollment measures are taken for the HCS/BScn & HGS/DScn courses.

The texts for each of these courses are listed in HCO Policy Letter of Oct. 1, 1958. No other textual or factual material is to be used and no further course booklets or pamphlets are necessary.

What is necessary:

Lesson tablets, in glued-together sheets like a writing tablet, 25 lessons to a tablet, each sheet being its own lesson. The sheet is perforated across the last 5th of the page. The student's name, current address, course, and answers, are all written by the student. The Extension Course Director writes any comment or grade on the bottom slip, tears it off and sends it back to the student. If no lesson came, a card goes to student reminding him. When it comes time for the student to come in for his course he comes in, pays for the week or weeks he takes, goes home, gets more work to do, is finally examined (either home or at Academy 2 different exams<sup>7</sup>) and when he passes he promptly gets his certificatē. This is true for all three courses.

Ability must at once carry ads and continue to carry ads for "Academy Enrollment - one year, do work at Academy and at home - Enroll now, \$5.00, receive your first lessons." An enrollment blank that, with \$5.00 enrolls him must always be part of the ad.

The idea of field training plus Academy training for a certificate and the fact of 3 years of training to the top will appeal.

Academy courses must be carefully geared to HCO Policy Letter of Oct. 1, 1958. This scramble to "get the newest learned first" is giving us training disasters. Of course, the student would prefer facing a thought or theory or a quick think process to facing real live engrams, secondaries, and banks. So we don't train them well. They're not like 1950 Dianetic auditors - They're flinching these days.

And who said you couldn't clear people by running engrams? You couldn't if you had no Trs and therefore ragged auditing and ARC breaks.

Any time you write or say Dianetics today, define it - "Dianetics, that part of Scientology which stresses mental anatomy." That swings people into Scientology before they think about it. They are not then surprised to hear from the Academy of Scientology about Dianetics.

"A minister has to know mental anatomy before he can know the spirit." "The brain forms no part of the study of Dianetics," are two more lines that must be gotten about even if only as bottom lines on an Ability or Certainty page.

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This program of 3 years training by 1 year stages is now begun. We'll just have to commit ourselves to it and cope with it and have it wheeling before the paper-backed Dianetics: Modern Science of Mental Health gets in the drugstores next spring. So here we go.

Who activates all this. Why, you do, of course.

L. RON HUBBARD

LRH:md