HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex.

## HCO POLICY LETTER OF NOVEMBER 14, 1962

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## TERMINATIONS FROM THE SAINT HILL SPECIAL BRIEFING COURSE

HCO Area Sec Org Sec Staff Hat

To Saint Hill Instructors:

Terminations will now be done on a time basis with classification matched to check sheets and accomplishment.

The essence here is - don't try to make an O.T. all in one course.

The criteria of an extra month beyond 16 weeks is established by whether the student has a chance to go clear in that month and by no other consideration. The slow student has had it at the end of sixteen weeks.

In this way we will make more progress. The slow student can teturn home, use what he or she knows, make some case progress and then return for a retread. The bulk of students leaving here get large case improvements at home. Therefore their next retread period will count. The fast student will probably go clear and more instruction will be available to help him or her do so.

These changes are dictated by increased effectiveness of terminology, minimal check sheet changes and by our limited space. I feel we can accomplish our job with a student now in 16 weeks if we really bear down. Students are arriving well briefed in most cases. Our job gets easier as we ship students out and technology accordingly arises in orgs and the field.

I am also about to condense most of their study tapes into bulletins which will save them time.

Your job is to bear down hard to get them looking good by the end of sixteen weeks and getting good results.

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