

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Gen Non-Remimeo  
Franchise

HCO POLICY LETTER OF 17 JANUARY 1966

UNCLASSIFIED CERTIFICATES  
HAS, HBA, HQS

HBA, HAS, HQS Certificates are available to orgs as per Sec Ed 146 Int.

These may be prepared and awarded by Div 5, Dept 15, on completion of Course Requirements by a student.

The numbering of these NON-CLASSIFIED Certificates is as follows:

The Certificate is invoiced N/C to the candidate. The number of the Invoice is taken, the last 2 digits of the year added and the cable code added after that to complete the number.

A Dispatch is sent to Saint Hill giving the student's name, address and cert number, and also the org awarding.

Example:

Invoice number = F 6840  
year = 1965  
area = Washington DC

Resulting Certificate Number = F684065/DC

End of example.

The cert number is then entered on the space provided on the certificate. This applies only to non-classified certificates and this numbering system is used exclusively on non-classified certificates.

All classified certificates will bear the number assigned per Pol Ltr of 13 Dec 1965 and the number must be obtained from Certs and Awards, Saint Hill.

When a course has been run by a franchise holder, which awards an HAS, HBA or HQS, the franchise holder should make out a letter of attestation to the student bearing the award and stating that the student has completed. The letter should be letterhead and name the Franchise Centre or give the Franchise Auditor's name and address.

A copy of this letter is then airmailed to your nearest central org who will issue a Certificate invoicing the costs to the Franchised auditor applying for his student in this way.

The name and address of the student must appear on the carbon copy. The Franchised auditor should keep a log book for any certs he issues, to obviate the possibility of loss of records through mail being undelivered etc.

The org awarding for a Franchise Holder should, when having completed the certs and mailed them to the Franchise ordering them, send the letter copies, having written the invoice number and date issued on the letter, on to Saint Hill for info of Certs and Awards Logging Officer. Certs and Awards, Dept 15, of course keeps a complete log for any and all certificates issued by it.

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