

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Re-mimeo
Clearing Course
Students
Clearing Course
Personnel
Clear Checkers
Div. Organiser
Qual. W.W.

HCO POLICY LETTER OF 7 NOVEMBER 1966

CLEAR CHECK-OUTS IN CONTINENTAL ORGS.

The Clearing Course is available ONLY at Saint Hill. However, a student who comes to Saint Hill to enrol in and start the Clearing Course may then return to his home and continue it by correspondence. He may then, obtain a Clear Check at his appointed Continental Organisation.

In order to speed up the checking out of Clears residing in other countries and to handle the tremendous flow of Clears that is occurring, and in the interest of economy for students, personnel have been appointed in certain Continental Orgs. to perform this duty.

When an overseas student sends in his folder to the Clearing Course Supervisor W.W. requesting a Clear Check the Clearing Course Supervisor examines the folder, and if satisfied that the student is ready for a Clear Check, initiates a Routing Form for a Continental Clear Check. This routing form then goes airmail immediately with the student's complete folder to the Continental Clear Checker concerned and the Clearing Course Supervisor at the same time writes to the student informing him that he will be contacted by the Continental Clear Checker.

The Continental Clear Checker, upon receipt of the routing form and folder, telegraphs the student to come in for a Clear Check.

Upon arrival at the Continental Org. an amount of £27.0.0. (or the equivalent in local currency) must be paid in to the Area Cashier by the student. £12.0.0 must be transferred IMMEDIATELY to Saint Hill to cover the postage and handling costs that have been incurred in airmailing the student's complete folder to the Continental Organisation and £12.0.0. is retained to cover the Continental Orgs. expenses in returning the folder to Saint Hill. Balance of £3.0.0. comprises the Continental Organisation's Clear Check fee.

When the Checkout has been completed and the student has been announced Clear, a cable is sent to the Clearing Course Supervisor W.W. announcing the following facts:

- 1.) Name of Clear.
- 2.) T.A. position.
- 3.) Where the Clear received his early training.

The Continental Clear Check routing form is then completed and sent to the Clearing Course Supervisor W.W. complete with the student's complete folder and all reports and materials used in the Checkout.

Every Continental Clear Checker must have completed the following steps before being allowed to check out a Clear:

- 1.) Checked out thoroughly on all Clearing Course Tech. Materials.
- 2.) Checked out on the Clearing Course remedies.
- 3.) Checked out on the Clear Check Hat.

Training of a Clear Checker is done under the supervision of the Divisional Organiser, Qual. W.W.

Having been checked out Clear, if the person is invited on the O.T. Course Part One, enrollment can be handled by mail from Saint Hill.