

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 FEBRUARY 1970  
Issue II

Remimeo  
All Orgs  
All SHs

**SCIENTOLOGY REFUNDS  
WRIT OF EXPULSION AND WAIVER**

As part of the published Code of Reform, any parishioner requesting a refund for Ministerial training or counselling actually received or received in part and still available but undelivered only because of departure of the person requesting, is hereafter issued a Writ of Expulsion, in substitution for an SP declaration.

**Handling Of**

A Writ of Expulsion is handled administratively as were SP Orders when they were used. This is covered by HCO Pol Ltr 7 June 1965 ENTHETA LETTERS & DEAD FILE, HANDLING OF, and the addition HCO Pol Ltr of 25 Sept, 1965.

Briefly, it is handled as follows:

The Ethics Officer or HCO Area Sec issues the Writ of Expulsion and Waiver. He informs the parishioner requesting the refund of the recourse steps, including A to E. He then has him read and sign the waiver.

His folders are filed in the Deadfile. The Writ of Expulsion is stamped with the Entheta stamp. This is the usual "Entheta to Central Files to Ethics Deadfiles" stamp.

Central Files handles per policy by replacing the person's file with a Dummy stamped "Entheta" and sends the file folder to Ethics Deadfile.

Addresso types "Writ of Expulsion" on the person's plate and puts it in the Deadfile drawer.

The Writ and any folders then go back to Ethics as before. Ethics sends a copy of the Writ to other orgs.

Ethics makes out cards and sends to other orgs, even though they received the Writ of Expulsion, in case the person shows up in another area, at which point Ethics has full data on the person and acts accordingly.

Data regarding any parishioner requesting a refund of offerings must always be sent to Legal.

Dianetic refunds are covered in HCO Pol Ltr of 23 May 1969 DIANETIC CONTRACT and are handled exactly per that Policy.

**The Forms**

The following is the only waiver and Writ of Expulsion to be used for any parishioner requesting and receiving a refund of his donations to Scientology. When the waiver is signed, the Writ of Expulsion is issued in the form as shown below.

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TO: THOSE CONCERNED DATE:  
FROM: HUBBARD COMMUNICATIONS OFFICE  
SUBJECT: WRIT OF EXPULSION

(Name), parishioner, of (address), no longer being in agreement with or willing to support the stated aims of Scientology as evidenced by a request for Refund of his offerings made to the Church, is on this date duly expelled from The Church of Scientology of California.

He may not receive spiritual counselling or training in any Church of Scientology until he has performed an act of contrition and availed himself of recourses to re-enter the Church. The first such recourse is: "FIND OUT WHO YOU REALLY ARE."

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TO: THOSE CONCERNED  
FROM: HUBBARD COMMUNICATIONS OFFICE  
SUBJECT: WAIVER AND WRIT OF EXPULSION

I, (name), no longer being in agreement with the stated aims of the Church of Scientology nor considering that I can benefit from its ministrations, request refund of offerings I have made to the Church.

I agree, by way of consideration, upon receipt of such refund, to waive all rights I may have as a Scientologist and to take no legal action against L. Ron Hubbard, any person or Scientology Organization, in respect to or arising out of any Scientology course or other service rendered before this date and in full understanding that I may not again obtain spiritual counselling or training from any Church of Scientology and that this document is formal notification to me of my expulsion from The Church of Scientology of California.

I further understand that such expulsion is not without recourse, such recourse being initiated by an Act of contrition, and I am fully informed as to what this recourse entails.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
WITNESS \_\_\_\_\_

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All Scientology refunds are handled per this Policy.

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Mary Sue Hubbard  
Controller  
for  
L. RON HUBBARD  
Founder