

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 OCTOBER 1976  
ISSUE I

Remimeo  
ALL STAFF

EX-STAFF FREE SERVICE

There are some practices and misconceptions in services to staff members which need correction and policy, effective at once.

BEGINNING SERVICES

No new staff member may have free org services until he has Staff Status II. Exceptions: he may attain his Sea Org Product Zero, SS I & II in the Sea Org and in Scn orgs Staff Status Zero, I and II, and may have PTS handling and study of the PTS checksheet. He may also have emergency assists. He may not have further training or processing until Staff Status II has been attained. This applies also to Tech Training Corps applicants.

SERVICE AFTER CONTRACT

A practice has occasionally been found of a staff member approaching the end of his 2½ year or 5 year contract and then just before it is up, taking a leave of absence and thereafter continuing to obtain free services from an org as a staff member.

Besides being dishonest, this is made extremely illegal and any person receiving such service under these or similar conditions may not only not have further service but owes the org for all free services so obtained.

PROFESSIONAL RATES

A person must demonstrate that he is actively auditing in order to obtain professional rates. The possession of an idle certificate does not qualify a person for professional rates.

SCHOLARSHIP DISCOUNTS

The 50% scholarship discount given to some students is cancelled as a practice.

A person to be trained by the org at no or discounted fee must sign a five year contract in advance with the beginning date at the completion of his training.

Failure on the course does not end the contract, which remains valid as a staff member.

Persons leaving the Tech Training Corps before completing their training or their contract shall be billed for and pay for that training and any org services obtained during that period.

RIP OFF BY MISSIONS

Should any org staff, technical or admin, be found to have left staff before contract expiry and joined a mission, the mission is responsible for the payment to the org of all costs of training and processing of that person with the addition of a \$2,000 fee "For apprenticing the mission's staff".

This rule is retroactive as the practice has been flagrant.

PC RIP OFF BY MISSION

Any mission found to be continuing the processing of any org pc within two years of the pc's last service at the org shall be subject to a fine of \$10,000 and its mission status reviewed by the Guardian Office.

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FOUNDER

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