

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 OCTOBER 1966

Unit Supers  
Students  
SH Only  
Ad Council  
Qual Sec  
Tech Sec

**STUDENTS TERMINATING  
LEAVE OF ABSENCE  
BLOWN STUDENTS**

*I. Students Terminating*

Any student terminating the SHSBC, the Solo Audit Course, or the Ministers Course is to get an end of course clean-up by a qualified fellow student on a June 26 Form run as Auditing by List.

The D of T is responsible for seeing that this policy letter is put into effect.

Any student routing form now in use should be modified to include this step. The Unit Supervisor is to sign in the proper place.

In case of difficulty in the cleaning up of the form, the student should be routed to the Dept of Review for a formal review session.

Ethics cannot OK the termination without the form signed by the Unit Supervisor, whether a review session occurred or not in the Dept of Review.

*II. Leave of Absence*

(a) Any student wanting to leave course should be treated as a kind of blow and sent to Review. Only after a review can any leave of absence be granted by the Tech Sec, on D of T's advice and after an Ethics clearance. Valid evidence of the necessity for a leave must be presented by the student. In no case can it exceed two weeks—exceptional leave of absence exceeding a two week period can only be granted by the Ad Council upon presentation of strong evidence of the necessity for such and after the above routine has been gone through.

(b) A short leave of absence of a day or so can be granted by the Unit Supervisor without any further okay than by the Dir of Training.

*III. Blown Students*

Blown students are handled as per HCO Pol Ltr of April 5, 1965, HCO Justice Data re Academy & HGC—Handling the Suppressive Person, Volume 1, page 381—“The Blown Student”, and any other policy letters dealing with suppressive acts.

L. RON HUBBARD  
Founder

LRH:lb-r.rd  
Copyright © 1966  
by L. Ron Hubbard  
ALL RIGHTS RESERVED