

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 DECEMBER 1965

Re-mimeo  
Academy Students  
other than St Hill  
Tech Division - Qual Division

**STUDENTS GUIDE TO ACCEPTABLE BEHAVIOR**

**GENERAL**

1. Adhere completely to the Code of a Scientologist for the duration of the course and behave in a manner becoming to a Scientologist at all times.

2. Get sufficient food and sleep. Always eat breakfast before class and morning session.

3. When being a preclear, be one, not a student or auditor. When being an auditor, be an auditor, not a student or preclear. When in class and lectures, be a student not an auditor or a preclear.

4. Get off all your known withholds. Know definitely that you have absolutely no hope for case advancement unless you get these known withholds off to your auditor. Any violation of rules must be reported by the auditor on the auditing report for the preclear so that they are no longer withholds from L. Ron Hubbard, Mary Sue Hubbard or supervisors.

5. If you don't know something or are confused about course data, ask a supervisor or send a despatch. Do not ask other students as this creates progressively worsening errors in data. Also dispatches from you to L. Ron Hubbard will be relayed if you place all such in the basket marked "Students Out."

6. Students may only use the coin box telephone during non-class periods.

7. You must get the permission of the Office of L. Ron Hubbard to leave course before you are allowed to leave. You won't be released if there is any doubt that you are inadequate technically or your case is considered in poor condition. Give an advanced warning as to when you are leaving.

**AUDITING**

8. Do not consume any alcoholic beverage between 6 a.m. on Sundays and after class on Fridays.

9. Do not consume or have administered to yourself or any other student any drug, antibiotics, aspirin, barbiturates, opiates, sedatives, hypnotics or medical stimulants for the duration of the course without the approval of the D of T.

10. Do not give any processing to anyone under any circumstances without direct permission of the D of T. (Emergency assists excepted.)

11. Do not receive any processing from anyone under any circumstances without the express permission of the D of T.

12. Do not engage in any “self-processing” under any circumstances during the course at any time.

13. Do not receive any treatment, guidance, or help from anyone in the healing arts, i.e. physician, dentist, etc, without the consent of the D of T / ethics officer. (Emergency treatment when the D of T is not available is excepted.)

14. Do not engage in any rite, ceremony, practice, exercise, meditation, diet, food therapy or any similar occult, mystical, religious, naturopathic, homeopathic, chiropractic treatment or any other healing or mental therapy while on course without the express permission of the D of T / ethics officer.

15. Do not discuss your case, your auditor, your supervisors, your classmates, L. Ron Hubbard, HCO WW personnel or HCO WW with anyone. Save your unkind or critical thoughts for your processing sessions or take up complaints with any supervisor.

16. Do not engage in any sexual relationships of any nature or kind or get emotionally involved with any classmate who is not your legal spouse.

17. Follow the auditor's code during all sessions when being the auditor.

18. Follow technical procedure as outlined on the course exactly and precisely.

19. Be honest at all times on your auditing report forms. Stating every process run, tone arm changes and times, sensitivity setting, cognitions of your preclear and any changes of physical appearance, reactions, communication level, or otherwise what you observe in your preclear.

20. Place all reports in the folder of your preclear after each session, turn into the examiner for classification.

21. Students must not read their own report folder or that of another student, unless he is auditing that student.

## **PREMISES**

22. Do not make any undue noise either indoors, or when leaving class.

23. Use the correct entrances for entering and leaving the premises.

## **QUARTERS**

24. Do not put cigarettes out in plastic waste baskets or on the floors.
25. Keep all your bulletins, supplies and personal possessions in the space allotted to you and keep your space neat and orderly.
26. Students are allowed to smoke during breaks only and always outside any study or auditing quarters.
27. The basket marked "Student In" is the basket where all communications, bulletins or mail to students are placed. Always check this basket daily to see if you have received any communications.
28. Report and turn in any damaged property or goods used on the course. Protect and keep the premises in good condition.
29. No food may be stored or eaten in the classrooms at any time.

## **SCHEDULES**

30. Be on time for class and all assignments.
31. Buy any books you need from the invoice clerk at appointed times.
32. Follow all schedules exactly.
33. Study and work during your class periods and over weekends. You have a lot to get checked out on in order to get a course completion. You can't afford to waste time.

**L RON HUBBARD**  
Founder