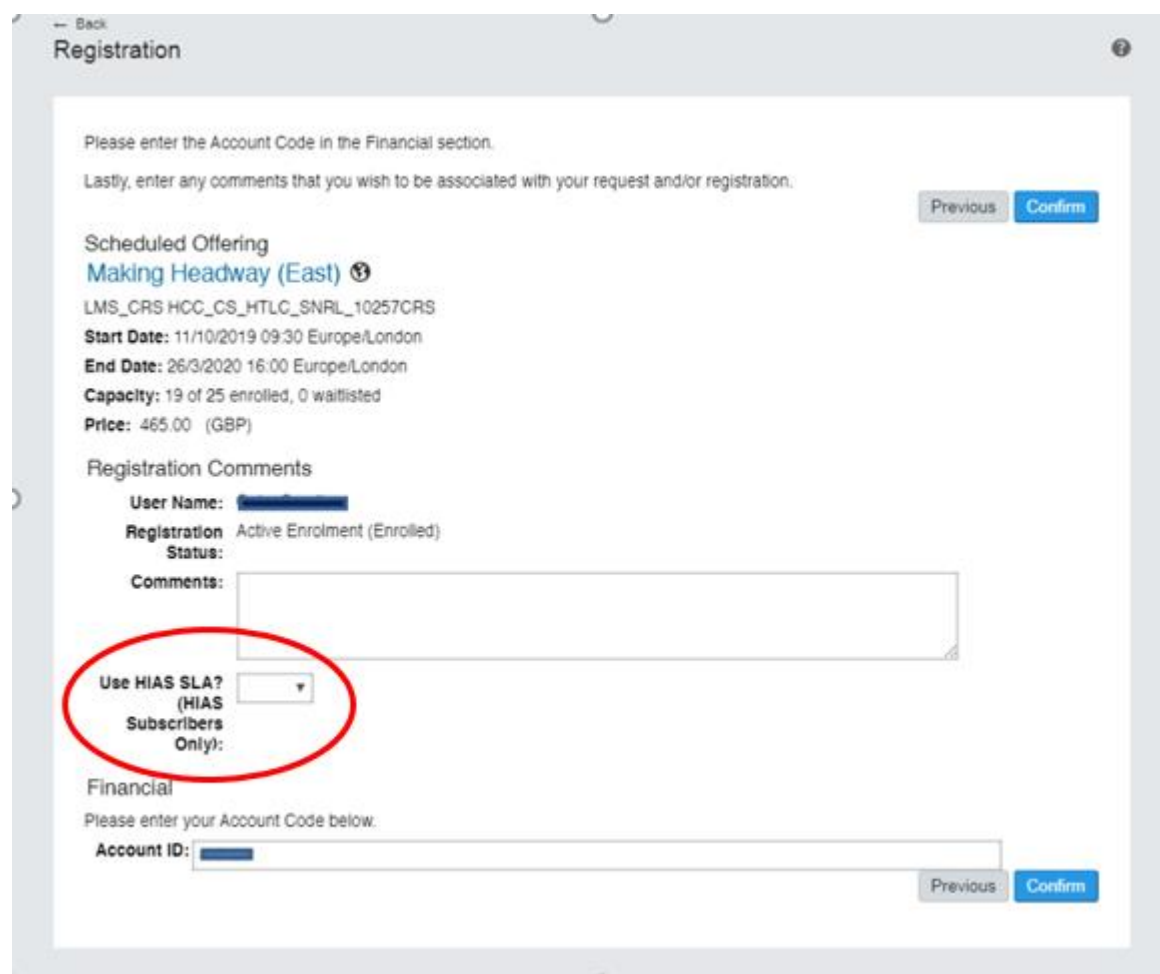


# Using your HIAS SLA for course bookings

The course prices displayed on the Learning Zone include all adjustments relating to HTLC and/or HIAS subscriptions relevant to your school.

At the time of making a booking, you can now opt whether or not you would like to use your HIAS SLA.

The new Use HIAS SLA (HIAS Subscribers Only) drop down box can be found on the Registration page when you are asked to confirm your booking.



The screenshot shows a 'Registration' page with the following details:

- Instruction: Please enter the Account Code in the Financial section.
- Instruction: Lastly, enter any comments that you wish to be associated with your request and/or registration.
- Buttons: Previous, Confirm
- Scheduled Offering: Making Headway (East)
- Course ID: LMS\_CRS HCC\_CS\_HTLC\_SNRL\_10257CRS
- Start Date: 11/10/2019 09:30 Europe/London
- End Date: 26/3/2020 16:00 Europe/London
- Capacity: 19 of 25 enrolled, 0 waitlisted
- Price: 465.00 (GBP)
- Registration Comments section:
  - User Name: [Redacted]
  - Registration Status: Active Enrolment (Enrolled)
  - Comments: [Text area]
  - Use HIAS SLA? (HIAS Subscribers Only):** [Dropdown menu, circled in red]
- Financial section:
  - Instruction: Please enter your Account Code below.
  - Account ID: [Text input field]
  - Buttons: Previous, Confirm

Select Yes or No from the drop down options. Please note, the box will automatically default to 'Yes' if you don't change it here.

Click **Confirm**.

Details of the HIAS element relating to each course are provided at the bottom of the course overview information on the Learning Zone. To view, click on the course title, then **more** and scroll to the bottom.

## Charges for courses

Please note that schools charged internally via trading documents will see the following text on their line item reports shown as an additional transaction labelled **HIAS SLA ADJ [USER ID] [CLASS ID]**