

## Registration Information for Returning Families

On June 1, you will receive an email from TADS (the company we have contracted with to do our registration). The email should have "HST Cultural Arts, Inc." as the sender. It is an invite to register your child(ren) for HST's 2021-2022 Season.

Before you click the link in that email, we ask that you first [review the following 2 documents](#): These documents may be found on our website at:

<https://www.hstonline.org/registration-information/>

They are:

1. Our [2021-2022 Class Chart](#). Please review this prior to enrolling your children. In particular, please note the following changes:
  - Tech Team now has 2 options.
    - **Returning tech students** now have a year-long tech program.
    - **New tech students** meet during the spring semester.
    - **NOTE:** Tech Team students [do not register for the Crew and Painting workshops through TADS](#). These are included in the Tech Team enrollment. (These class options are listed in TADS to allow interested students NOT on Tech Team to also take these workshops.)
  - There will be no Broadway Choir for Middle school students. Instead, there is a **Voice Class** available for both boys and girls at this age level.
  - There is an **Audition Prep class** for high school students who wish to be coached prior to A Cappella auditions.
2. [Tuition, Prepaid and Fees Worksheets](#) This is a set of worksheets to help you calculate your total HST bill – including prepaid tickets. The system will not provide a total price until you have enrolled all your children. At that point, you will not be able to make changes without contacting us. In order to minimize this, we ask that you please fill out this worksheet for your records prior to enrolling.

### Enrollment

After you review these documents, we ask that you click the link in the TADS email to enroll. This will bring you to the TADS sign-in page. You will need to sign-in with the email and password that you used last year. The system will then walk you through enrolling your child.

TADS sends you an email for each of the children you had previously enrolled with HST. You only have to click the link for one of these children. Once you have completely enrolled this child, TADS will bring you to an enrollment page that lists the rest of your children. Click on the numbers next to the remaining children and complete their registrations as well. Please make sure to click on the numbers under the 2021-2022 year. (TADS keeps previous years' data.)

### If you have a new student to add

Please complete their registrations **before** you enroll your other children. You can do this by clicking the Admissions tab at the top and completing that application.

NOTE: Please use the Admission tab **only** to enroll a **new** student. Students enrolled previously are already in the system and may be accessed by clicking the **enrollment tab**.

**Important registration notes:**

1. The 3<sup>rd</sup> page asks you to select your student's grade in school from the pull down menu. This may be adjusted throughout elementary school (e.g. in cases where a student needs to either repeat or skip a grade). However, once you list your student as an 8th grader, your student will be eligible to enroll in HST for up to 5 years (including the 8<sup>th</sup> grade year).
2. The 6<sup>th</sup> page is the main page that will allow you to enroll. This is a very busy page. But all parts have to be completed.
  - a. [Policies Contract](#). You will have to read and agree to each of the 7 parts of this document.
  - b. [Course Selection](#). TADS will list each course a student your child's age is eligible for. If you select a class that has a prerequisite or required an audition, you will be prompted to acknowledge that your student has met that requirement.
  - c. [Minimal Requirements](#). You must agree that your child meets the minimal requirements listed in the blue box.
  - d. [Prepaid Ticket Questions](#). Please answer **ALL** of these questions so that the system can calculate your prepaid tickets correctly. If you have multiple children, **you must answer each of these questions for each child**. TADS will only assign the fees once. Please be careful when answering these questions. TADS will not charge the prepaid tickets correctly if there is a discrepancy with the answer you give between different children. **Please see the important note in the payment notes below for more information.**
3. Please note the terms and conditions on the Submit Registration page. Also please be aware of the important note that if you continue forward, you may not make further changes to your course selections without contacting HST directly.
4. Once you have enrolled your first child, you will be brought to a page that lists your other children. Please click each name and repeat the enrollment process.
5. If the child is not returning, please click that name and indicate this when prompted. You **must** click through all listed names before your family is fully enrolled.
6. Once your family is fully enrolled, you will be brought to the payment agreement page where you can set up payments through TADS. IF you have added a new

student, you will have to wait until HST accepts him/her before setting up your payment for your entire family.

**Important payment notes:**

1. Payments can only be made by credit card or direct withdrawal from your bank. You will need to select one of these options. You may choose to use the same account you used last year or enter in a different one.
2. If you pay by credit card, TADS will charge you a 3% convenience fee on the entire amount.
3. If you pay by direct bank withdrawal, TADS will now charge a 0.3% fee per transaction. This fee has a minimum of \$1 and a maximum of \$5.
4. **IMPORTANT:** Please double check your bill and make sure that the prepaid tickets charged correctly (by comparing to what you calculated using the Tuition, Prepaid and Fees Worksheet mentioned above). **If there is a discrepancy**, that means that there was an error with how you answered the Prepaid Ticket questions. Please follow these steps to fix the problem:
  - a. Click the "Enrollment" tab at the top of the page.
  - b. Click one of your children's numbers.
  - c. Click the blue link at the bottom that allows you to edit the enrollment.
  - d. Under the gray box that has your child's name and registration number, click the "Supplemental" tab.
  - e. Scroll down to the very bottom and check your responses in the Prepaid Ticket section.
  - f. If these are not correct, click the green "Edit Responses" button and edit.
  - g. If they are correct, go to instruction 'a' above and check your other children.
  - h. To go back to the billing page, click the "Agreements" tab at the top.
5. When you first register, you will be charged the \$30 registration fee. TADS will add a \$1 fee to this transaction bringing the total to \$31. This is the only thing that cannot be placed on a payment plan and must be paid upon registration.
6. Once you enroll all of your children, you will have the option of selecting a payment plan that splits your tuition over 1, 2, 6, or 10 installments. The details of these payment plans are on Worksheet C of the Tuition, Prepaid and Fees Worksheet document mentioned above.

If you have any questions or concerns, please contact Mena Stell at 410-905-1137 or [menamacrina@aol.com](mailto:menamacrina@aol.com)