

## Registration Information for New Families

If you have not already, please visit the registration page on our website:

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

Please review all the information there, particularly:

- **Class chart**. Please note that the early bird registration price will be available through **June 30<sup>th</sup>**. Please also note all prerequisites:
  - Your student's **HST Age** is the age your student will be by **Dec. 31, 2022**.
  - Acting A or B is required for all new students, regardless of prior training.
  - All new dancers are asked to register for entry level classes (Jazz 1, Tap1, Broadway Jazz 1, Broadway Tap 1, Boys Jazz, Irish Soft Shoe). New students will be assessed during the first class to determine proper placement.
  - A Capella choir auditions are in December. Registration for this class will open after auditions. Please note requirements for audition eligibility.
- **2022-2023 Policies Contract**. You will be asked to agree to all the parts of this document when you register.
- **2022-23 Tuition and Fees Worksheets**. This set of worksheets is designed to help you calculate your total HST bill. TADS, the company that handles HST's registration, will not provide a total price until you have completed your enrollment. At that point, you will not be able to make changes without contacting us. In order to minimize this, we ask you to please download these worksheets and fill them out prior to enrolling.
  - Please note the points at the top of the 1<sup>st</sup> sheet – particularly with regard to early bird (by June 30) pricing.
  - The 1<sup>st</sup> sheet is for elementary and middle school.
  - The 2<sup>nd</sup> sheet is for high school.
  - The 3<sup>rd</sup> sheet includes prepaid tickets and payment plan options. Please note: new families will *only* have students in Showcase. Your total prepaid ticket purchase will be 10 super-discount tickets (\$10 each) for Showcase.
  - The 3<sup>rd</sup> sheet also has a payment plan worksheet. After totaling the above, you may select 1, 2, 6, or 10 payments as detailed on this worksheet. Please note that TADS charges \$20 for the 1 or 2 payment plans and \$56 for the 6 or 10 payment plans. This fee, along with the \$30 registration fee, is due upon enrollment.

After you have reviewed all the information in this document, please click the blue button on our webpage to register. This will direct you to TADS.

- Select the 2022-2023 school year.
- When you reach the Sign In page, select the gray “create a new account” button and set up your account with TADS.
- When prompted for an **HST age**, please enter the age your child will be **by Dec. 31, 2022**.
- You will also be asked to select a grade for your student. This will be the only time this question is asked. For placement, HST will assume that your student will linearly progress in grade number from this point on – even if your student repeats or skips a

grade. Following this progression, your student's 12<sup>th</sup> grade HST year will be their last year of eligibility in the program.

After you set up your account, TADS will email you a welcome letter with directions on how to enroll your child. This email will have links to 2 documents. These are the same documents that you have already looked at from our website.

Please click the link "to enroll on the TADS website" at the bottom of this email. This will bring you to a sign-in page. Please sign in with the account information you have already set up. The system will then walk you through registering your child with HST.

### **Important registration notes:**

- The 6<sup>th</sup> page is the main page that will allow you to enroll. This is a very busy page. All parts have to be completed.
  - [Policies Contract](#). This asks you to agree to all HST's policies. You agree to each of the 7 parts of this document separately.
  - [Course Selection](#). After the chart listing the classes available to students in your child's age group, please select your child's courses.
  - [Minimal Requirements](#). You must agree that your child meets the minimal requirements listed in the blue box.
  - [Prepaid Ticket Questions](#). As a new family, you ONLY have student(s) in Showcase.
    - **Please answer 'Yes' to the very first question.**
    - **Please answer 'No' or 0 to the remaining questions.**
    - The system will require you to answer each of these questions for each child. However, TADS will only assign the prepaid fee once.
- Once you have enrolled your child, you will be brought to the enrollment page. You will see your child's enrollment in a "pending" status.
- To enroll another child, please click the Admissions Tab. Then click the "Start New Application" button.
- Once we accept your child(ren) on our end (TADS does not allow this piece to be automatic), you will receive another email asking you to set up a payment agreement for your child(ren).

### **Important payment notes:**

- When you get to the Agreement page, please double check your bill to make sure that everything is billed correctly. This is where the Tuition and Fees Worksheet is particularly helpful! Please make sure that you are only charged prepaid tickets for Showcase. This will be particularly important this year since the TADS person assigned to HST is new. If you notice any discrepancy between your TADS bill and this worksheet, please contact us.
- If you pay by credit card, TADS will charge you a 3% convenience fee.
- If you select direct bank withdrawal, TADS will charge a 0.3% fee. This fee will be a minimum of \$1 and a maximum of \$5 per transaction.

- There is a \$30 family registration fee. (TADS will also add \$1 to this fee.) This payment will be charged when you complete your registration.
- In order to avoid incurring any additional fees, please use the same method of payment for all children. If a pop-up asks you to select an account, choose the "select existing account" option rather than "create a new account" unless you have a serious reason to do so.
- You will have the option of selecting a payment plan that splits your tuition over 1, 2, 6, or 10 installments. TADS will charge \$20 for a 1 or 2 payment plan and \$56 for a 6 or 10 payment plan. Since all bank or credit card transactions incur a fee through TADS as described above, TADS will add a \$1-\$2 processing fee to these amounts. This payment plan fee must also be paid upon enrollment.
- After selecting the payment plan, make sure that you select the date in the pull-down menu to the right of the plan you chose. There is only one date – the 15<sup>th</sup> – but TADS requires you to select it prior to moving on.
- Many payment plans start before the Sept 1 registration deadline. If the payment plan you would like starts prior to your registration date, you may still select that plan but TADS will immediately charge you for the previous months' payments.

If you have any questions or concerns, please contact:

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