

Registration Information for New Families

First please review the following 5 documents which can be found on HST's website:

www.hstonline.org or in our registration Google drive folder:

<https://drive.google.com/drive/folders/161nPapwWdt2-8vwSfTBS1IKBacbXajO5?usp=sharing>

- **'23-'24 Course List**. Please note that the early bird registration price will be available through **June 30th**. 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, Tap 1, Broadway Jazz 1, Broadway Tap 1, Boys Jazz A or B, 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.
- **2023 & 2024 Policies Contract**. You will be asked to agree to all the parts of this document when you register.
- **2023 & 2024 Key Dates Calendar** lists the important dates of the year. HST puts on 6 shows in its season but **new students are ONLY in Showcase**. Please plan to block out the week of the Showcase show (March 18-23, 2024) for your child(ren)'s tech week rehearsals and performances. See the **2024 Theater Schedule** for more details.
- **HST Family Tuition Prepaid 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 1st sheet – particularly with regard to early bird (by June 30) pricing.
 - The 1st sheet is for elementary and middle school.
 - The 2nd sheet is for high school.
 - The 3rd sheet includes prepaid tickets and payment plan options. Please note: since new families will *only* have students in Showcase. Your total prepaid ticket purchase will be 10 super-discounted tickets (\$10 each) for Showcase.
 - The 3rd 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 the information in this folder, please go to the following link to register: <https://mytads.com/a/hst> This will direct you to TADS.

- Click on “Fall 2023 – Spring 2024 School Year”. Then click the “Click Here to Apply” button.
- 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, 2023.**
- 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 12th 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 Google drive.

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 6th 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](#). You will have to read and agree to each of the 7 parts of this document. There is a bubble after each part that you will have to click to confirm “Yes, I read this section”.
 - [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.
- Please read and sign the terms and conditions on the Submit Registration page. Also please be aware that once you continue forward, you may not make further changes to your course selections without contacting HST directly.
- 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 menu Tab on the left. Then click the "Start New Application" button.
- Once we accept your child(ren) on our end, you will receive another email asking you to sign and set up a payment agreement for your child(ren).

Important Notes on Signing your Agreement and Setting Up Payment:

- Once you receive an email from TADS telling you that your agreement is ready, click on that link and sign into your TADS account. Alternatively, you can also Click on the “Agreements” tab on the left hand side (OR click on the green “Visit” box in the Agreements box in the home page).
 - Click on the blue link that says “Click here to set up this agreement”. It is to the right of the Fall 2023 – Spring 2024 year.
- After you sign this agreement, you will be taken to a page that summarizes your charges. Please double check that this is correct (by comparing to what you calculated using the Tuition, Prepaid and Fees Worksheet mentioned above). If there is a discrepancy, please contact us before continuing.
- If everything is correct, scroll down and select a payment plan. 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. In addition, depending on the payment method you choose, TADS will add a \$2-\$3 fee to this as described in #4 below. TADS will charge this payment plan fee upon registration.
 - Make sure that you select a date in the pull-down menu to the right of the plan you choose. There is only one date – the 25th – but TADS requires you to select it prior to moving on.
 - All payment plans start on May 25. If you register after May 25, you may still select any of these plans but TADS will immediately charge you for previous months’ payments. Please see p.3 of the Tuition, Prepaid and Fees Worksheet mentioned above for more details on payment plans
- Select a payment method. Please note that payments can only be made by credit card or direct withdrawal from your bank.
 - If you pay by credit card, TADS will charge you a 3% processing fee on the entire amount.
 - If you pay by direct bank withdrawal, TADS will charge a 0.3% fee per transaction. This fee is a minimum of \$3 and a maximum of \$7 per transaction.
 - PLEASE double check that you have entered your credit card or bank account number correctly. TADS will charge fees if they cannot not process a payment on the due date.
- There is a \$30 registration fee. This fee will be added to your payment plan.
- 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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