

Registration Information for New Families

These instructions are for NEW families only. If your family enrolled in HST previously, please contact us to register.

First please review the following 6 documents which can be found in HST's registration Google drive folder: <https://drive.google.com/drive/folders/1pEFQHKg7WllykEpd9GOjgcHRUL1ikAAy>

- **'25-'26 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, 2025**.
 - 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). If your student has taken dance previously, please contact us to discuss assessment.
- **Policies Contract**. You will agree to all 7 parts of this document when you register.
- **'25-'26 Key Dates Calendar** lists the important dates of the year.
- **2026 Theater Schedule** HST puts on 6 shows each season but **new students are ONLY in Showcase**. Please block out the week of the Showcase show (March 23-28, 2025) for your student(s)' tech week rehearsals and performances.
- **2026 Dance Schedule** This chart lists when each of our dance classes meet. All dance classes meet at Dawn Crafton Dance; 152 Gibbs St., Rockville, MD 20850
- **HST Family Tuition Prepaid and Fees Worksheets**. This set of worksheets is designed to help you calculate your total 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. These sheets are for your records only.
 - 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. You may select 1, 2, 6, or 10 payments as detailed on this worksheet. Please note that TADS charges \$40 to set-up the 1 or 2 payment plan and \$56 to set-up 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 2025 – Spring 2026 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 asked for an **HST age**, please enter the age your child will be **by Dec. 31, 2025**.
- 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 student. This email will have links to 2 documents. These are the same documents that you have already looked at in 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 student with HST.

Important registration notes:

- The 6th page is the main enrollment page. This is a very busy page. All parts have to be completed.
 - [Policies Contract](#). This is the same contract mentioned above. You will agree to each of its 7 parts by clicking the bubble marked “Yes, I read this section” at the end of each section.
 - [Course Selection](#). Referring to the Course List mentioned above, please select your student’s courses.
 - [Minimal Requirements](#). You must agree that your student 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 student. However, TADS will only assign the prepaid fee once.
- 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 student, you will be brought to the enrollment page. You will see your student’s enrollment in a “pending” status.
- To enroll another student, please click the Admissions menu Tab on the left and then click the "Start New Application" button.
- Once you have enrolled your student(s), we need to set up a tuition agreement on our end. This may take as long as 24 hours. Once it is ready, you will receive another email from TADS asking you to sign it and set up payment for your student(s).

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 2025 – Spring 2026 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. TADS will charge this payment plan fee upon registration.
- 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.
- Many payment plans start before the Aug 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:

Marilyn Mullan, Executive Director: director@hstonline.org 240-997-5796

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