

Registration Information for Returning Families

On June 3, 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 2022-2023 Season.

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

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

1. [2022-23 Class Chart](#). This document has all the class information you need. In particular, please note the following changes:

- Tech Team now has 3 options.
 - **Returning Tech Team** is a year-long tech program.
 - **New Tech Team** meets during the spring semester.
 - **Actor's Tech Program** is for students in Troupe or Theatricals who wish to earn THS Tech hours.
- **Broadway Choir** is available again for both boys and girls in the spring semester. **Voice Class** will still be available for those seeking vocal instruction in the fall.
- **Make-up Team** students will now be enrolled in both **Wig Team** sessions at no additional charge. Therefore, do not select Wig Team if you are enrolling in Make-up Team.
- Please note that both **Wig Team** and **Tech Painting Workshops** have reduced rates for students who have taken the class before. TADS is not able to account for that. However, HST will refund you the difference after you enroll.

2. [2022-23 Tuition 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. 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.

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 will send 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 2022-2023 year. (TADS keeps previous years' data. 2022-2023 should be at the very top.)

If you have new student(s) 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 6th 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](#). This appears after that chart listing all of the courses 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.**
2. 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. Finally, please double check your credit card or bank account number. TADS will charge fees if they cannot not process a payment on the due date.
3. 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.
4. 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.

5. 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.
2. If you pay by credit card, TADS will charge you a 3% processing fee on the entire amount.
3. If you pay by direct bank withdrawal, TADS will charge a 0.3% fee per transaction. This fee is a minimum of \$1 and a maximum of \$5 per transaction.
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, please contact us before continuing.
5. When you first register, you will be charged the \$30 registration fee. TADS will add a \$1 processing fee to this transaction bringing the total to \$31. This 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. 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 in #2 and #3 above, TADS will add a \$1–\$2 processing fee to these amounts. This must also be paid upon registration.
7. After selecting the payment plan, make sure that you select the date in the pull-down menu to the right of the plan you choose. There is only one date – the 15th – but TADS requires you to select it prior to moving on.
8. Most 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 previous months' payments.

If you have any questions or concerns, please contact Mena Stell at 410-905-1137 or menamacrina@aol.com