

Registration Information for New Families

If your student was registered with HST previously, please email director@hstonline.org
Otherwise, proceed as follows:

First, click on the following links to review these documents:

- ['24-'25 Course List](#). Early bird registration prices will be available through **June 30th**.
 - **Classes available to new students are:**
 - Acting A or Acting B (depending on age)
 - Jazz 1 or Broadway Jazz 1 (depending on age)
 - Tap 1 or Broadway Tap 1 (depending on age)
 - Boys Jazz A or Boys Jazz B (depending on age)
 - Irish Soft Shoe
 - Broadway Choir (if NOT taking Acting A or B)
 - Make-up Team – New (if NOT taking Acting A or B)
 - Tech Team
 - Actors must take one year of Acting A or B to become eligible for Theatricals or a performance troupe (regardless of prior training).
 - 3rd graders who are HST age 9 (age on 12/31/24) will end up taking two years of Acting class because students must be going into 5th grade to audition for JR or GB Troupe.
 - 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 recently taken dance elsewhere, please
 - Register for the entry level jazz and/or tap class now.
 - Email director@hstonline.org with pertinent details on classes taken.
 - Plan to potentially be assessed on Sept. 11, 2024 at Pat Berrends Dance Centre (see Course List for address). We may move your student to a different level after assessments.
- [2024 - 2025 Policies Contract](#). You will be asked to agree to all the parts of this document when you register.
- [2024 - 2025 Calendars](#) Acting and Dance will have off days throughout the year. Off dates are listed in each program's schedule:
 - [2024-25 Acting Class Schedule](#)
 - [2024-25 Dance Class Schedule](#)
 - [2024-25 Choirs Schedule](#)
 - HST puts on 6 shows each year but **new students are ONLY in Showcase**. Showcase theater rehearsals & performances are the week of March 31–April 5
- [HST Family Tuition Prepaid and Fees Worksheets](#). These worksheets are 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, please download these worksheets and fill them out prior to enrolling.
 - 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 as detailed in the very last section. These (along with the \$2-\$3 transaction fee) are due upon enrollment.

After you have reviewed all these documents, please go to the following link to register:

<https://mytads.com/a/hst>

Click on “Fall 2024 – Spring 2025 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**, enter the age that your child will be **by Dec. 31, 2024.**
- You will also be asked to select a grade for your student. **Please enter your student’s grade for the upcoming 2024-25 year.** 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. 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. 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. Sign in with the account information you have already set up. Registration will be in 2 main steps.

Step 1 – enroll in HST classes. Important registration notes:

- The 6th page is the main page that will allow you to enroll in classes. 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 tiny bubble at the end of each part that you will have to click to confirm “Yes, I read this section”.
 - [Course Selection.](#) 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**, click the **Admissions menu Tab** on the left. Then click the "Start New Application" button.
- You have successfully completed Step 1. Now, you must wait for an email asking you to sign and set up a payment agreement for your child(ren).

Step 2 – Sign Your Agreement and Set Up Payment. Important Notes:

- Once you receive an email from TADS telling you that your agreement is ready, click on that link and sign into your TADS account.
 - Click on the blue link that says "Click here to set up this agreement". It is to the right of the Fall 2024 – Spring 2025 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 have the option of selecting a payment plan that splits your tuition over 1, 2, 6, or 10 installments as discussed above.
 - 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 for each plan – but TADS requires you to select it prior to moving on.
- 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 per transaction.
 - 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: director@hstonline.org
 Marilyn Mullan, Executive Director: 240-997-5796
 Mena Stell, Registrar: 410-905-1137