



New Student Registration & Tuition Payment Options ACH Automatic Checking Account Withdrawal or Check/Cash

Registration Options

Go To: www.hathawayacademyofballet.com – select

New Student Registration Button

*******FOLLOW PROMPTS*******

Set Up Parent Portal

Change your temporary password in the Account Settings tab

Add a Student or Sibling

Select **Add New Student** on the left side of the screen.

Please fill out the School Questions tab and answer all questions (medical conditions, allergies etc.).

It is important that you answer these questions

To switch between enrolled students, select student dropdown on the top right of the screen.

After you have completed the registration you will receive an email confirming your registration and your academy registration fee and tuition invoice.

Tuition Payment

Go To: www.hathawayacademyofballet.com – select

Current Student Parent Portal

To Access Your Account - Only use the Primary Email Address in System

(DO NOT USE another email address as it will duplicate your account)

You can also set up with System Temporary Password: Dance#16

Online Payment Options

One Time Pay Option or Set-Up Monthly Payment (ACH) Auto-Pay Account

Note: ACH Auto-Payments will happen on the 25th day of the prior payment month

To Make a One Time Payment

Select the **Make A Payment** tab on the left side of the screen.

Select **Open Invoices** and check the box next to the invoice(s) you wish to pay.

If you have already set up an ACH account with HAB you can use the Pay ACH on File tab to make a payment or edit your account information.

If you need to add an account, select the **One Time ACH** tab to setup a new ACH account.

Fill out your account information and select pay.

You will get a prompt asking “**Do you want to Pay?**” Select OK.

If the payment is successful you will get a payment confirmation pop up.

PLEASE NOTE: This does not keep your account information on file.

To Setup Auto Pay

Select the **Setup Auto Pay** tab on the left side of the screen.

Under the ACH Family Account tab in the lower left corner select Edit.

Fill out your account information and Select update.

The other tabs in the left menu are used for managing your account

If you have problems call the office 972-747-0600