

Happy Heart Online Enrolment Instructions

- Go to www.thestudiodirector.com/dancecoltd/portal.jsp
- If you are new to DanceCo Ltd. click register and follow the steps to set up an account
- If you have an account with DanceCo Ltd. but have not logged into your account previously, after keying the email address used for your account, click forgot password and the system will walk you through setting up a password
- Once logged in:
 - Scroll down page and click on “Enroll in a Class”
 - Scroll down to view students and click on the name you would like to enroll or Click Add Another Student
 - Scroll down to view the Season (Calendar of Classes) – Select 2021-22 Happy Heart Session 1, 2 or 3
 - Click on Morning or Afternoon class listed under the Monday (3-day) or Tuesday (2-day) column that you would like to enroll in
 - If you are enrolling in additional sessions, click ”Enroll ‘Student’s Name’ In Another Class” and select the next 2021-22 Happy Heart Session you would like to enroll in
 - Click Checkout
 - Review your cart – If you enrolled in Session #1 only, your cart will indicate a \$100.00 Non-refundable deposit due at this time (\$25 Admin Fee & \$75 tuition deposit which will be applied to your first session tuition fee). If your enrollment includes session #1, #2 and #3, your cart will indicate a \$150.00 Non-refundable deposit due at this time (\$25 Admin Fee Per Session & \$75 tuition deposit which will be applied to your first session tuition fee)
 - Payment Plan Screen - Click the circle to the left of one of the following payment plans:
 - **Happy Heart Playschool Monthly Installments** - \$100 or \$150 Non-refundable deposit due with enrollment depending on number of sessions chosen and balance of fees by monthly installments.
 - **Happy Heart Playschool Per Session** - \$100 or \$150 Non-refundable deposit due with enrollment depending on number of sessions chosen and balance of fees processed at the beginning of each session.
 - **Happy Heart Playschool - Three Sessions In-Full** - \$100 or \$150 Non-refundable deposit due with enrollment depending on number of sessions chosen and balance of fees processed.
 - Payment Information
 - If you have a credit card on file & would like us to charge the fees due to the card - Click Next and Proceed to the Read & Accept Step below
 - If you do not have a card on file OR would like us to charge the fees due to a different credit card Click on the Enter a New Payment Method
 - Click in the box to left of Yes, sign me up for AutoPay (Should you choose to remit payment by a series of post-dated cheques – We will turn off the AutoPay process once the cheques have been remitted)
 - Key your credit card information – SAVE Click NEXT
 - Read & Accept the payment agreement
 - REVIEW the information provided on screen pertaining to your enrollment
 - Logout

