How to Use a Credit in Your Account

You can apply any credit in your account these three ways:

1) If you are registering for multiple classes by mail, there is a space in the payment section of the form to indicate the amount of credit to be applied to your payment, with the balance being paid by check.

2) If you are selecting the specific number of classes to match your credit ($14 = 1 class; $28 = 2 classes etc.) with no additional payment due, you may email the office, office@ilrvb.org, and simply provide your name, phone number, name & date of chosen "credit class" and amount of credit to be used. Example: Mary Smith, 757-555-1234, class - Father Time, 12/31, $14 credit

3) You may not apply the credit with online registration. - If you want to register for multiple classes online, first register for your "account credit class" using the email option above and then register for the others online. Do not 'Select' the "account credit class" online or it will automatically be charged to your credit card.