

## 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](mailto: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.