



## *Town of Lexington* Recreation and Community Programs

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### **CREDIT POLICY & PROCEDURE**

#### **Credit Policy**

- A credit may be processed to a household due to a program cancellation, inclement weather or medical reasons. An individual household may keep this balance for one year from receiving the credit.
- The receipt and confirmation email for the original credit will note the expiration date.
- The credit will expire one year from original issue of credit and removed from the member household.
- An email notification will be sent prior to the seasonal registration dates until expiration.

The following exceptions apply: Due to the changing state and local guidelines in place due to impacts of the COVID-19, the following exceptions are being made to the timing of expiring credits. These dates may be extended based on the current status of the pandemic and ability to reopen programs and services.

- All Credits processed beginning in January 2020 will have an expiration date effective one year after return to full programming.

Last updated 11.2021