



Registration Form

LAUNDRY & LINEN™ COLLEGE

Association for Linen Management

SELECT SEMESTER

- March 25-29, 2019 (Early Bird by March 18) Textile Care Services
- November 4-8, 2019 (Early Bird by October 28) Processing and Operations

ATTENDEE INFORMATION (all information is required)

Name _____ Title _____

Employer: _____

Mailing Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Telephone _____ E-mail _____

Cell Phone: _____

Emergency Contact Name: _____ Relationship: _____

Daytime Phone Number: _____ Evening Phone Number: _____

REGISTRATION FEES

<input type="checkbox"/> Early Bird Rates For registrations and payments received by March 18 th for the Spring school, and October 28 th , for the Fall school ALM Member discount fee \$975.00 Non-Member fee \$1,175.00	<input type="checkbox"/> Regular Registration For registrations and/or payments received after March 18 th for the Spring School, and after October 28 th for the Fall School ALM Member discount fee \$1,475.00 Non-Member fee \$1,675.00
Total:	

PAYMENT ARRANGEMENTS

Indicate method of payment: Check Visa MasterCard Federal Purchase Order - PO # _____

Credit Card # _____ - _____ - _____ Expiration Date ____/____ CVV Code: _____

Name as it appears on card _____ Purchasing Phone # _____

Authorized signature _____

Additional Information/Details

Acceptance: Notification of acceptance will be e-mailed to the address provided above when payment is received at the ALM. Send payment to the address noted below.

Airport Transfer: For ground transportation contact Gold Shield Transportation at 800-205-7330 or goldshield@goldshieldcars.com

Lodging: A block of rooms have been reserved at the TownPlace Suites Marriott /Richmond with rates as low as \$94++ depending on length of stay. To **make reservations** provide group code "ALM Students" when calling 859-353-4860.

Fees include: Extensive study materials, contact hours, snacks/beverages each day & a class picture. Students are responsible for transportation to the college and meals each day. A full hot breakfast is provided at the host hotel.

Cancellation policy: In the event of a cancellation, written documentation must be submitted to the ALM office authorizing a refund or retention of funds for a later school. Refund policy allows for a 100% refund of fees if cancelled 30 days prior to commencement of school; 75% refund for cancellation 21 days prior to commencement of school; 50% refund for cancellation 14 days prior to commencement of school; and no refund available if cancellation 7 days prior to commencement of school. All requests must be in writing. Substitutions are allowed.

Testing: This training program may serve as preparation for the Registered Laundry & Linen Director certification (RLLD). The RLLD is an independent certification and is not directly affiliated with the Laundry & Linen College. Certification candidates can arrange for a proctored exam at any time; however, it is not administered during the College.