



# Registration Form

# LAUNDRY & LINEN™ COLLEGE

### SELECT TRACK

- Textile Care Services 9/14-24/2020
- Processing and Operations 9/21-10/2/2020

*Association for Linen Management*

### 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

ALM Member discount fee \$975.00

Non-Member fee \$1,175.00

### 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.

**Fees include:** Extensive study materials, contact hours.

**Daily Schedule:** We have extended the school over a period of two weeks to reduce screen time, and to help you balance class participation with other responsibilities of home and work life. To best accommodate all time zones, students will meet online as a class from 10 AM until 3 PM each day, with an hour break for lunch. However, some assignments and team project work will take place outside of those hours.

**Equipment Needed:** For full participation in the class, each student must have access to a computer, with a webcam, speakers, and a microphone. It is also helpful to have a smartphone and calculator. Webcams can be purchased for under \$50.

**Software Required:** A number of software programs will be used during the school. Please ensure your company does not block access to the following programs: Zoom, Google Classroom, Vimeo, and YouTube. If it this presents a problem, please contact Christina Horsley at [chorsley@almnet.org](mailto:chorsley@almnet.org) to explore resolution.

**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.