

## **Fee Waiver Checklist:**

All students in the 10<sup>th</sup> grades and under have been granted a fee waiver based upon the learning objectives, concepts, or standards stated when submitting an education reservation sheet. For older students, please use this checklist to ensure that your fee waiver request meets all of the requirements. Please do not omit any information.

- Request written on the letterhead of the educational institution
- Group's educational status is documented (acceptable: signature of institution or department head or educational tax exemption certificate)
- Request letter includes the following:
  - Name of school or group (okay if just in letterhead)
  - Name of contact person (okay if person just signs request)
  - School telephone number (okay if just in letterhead)
  - School address (okay if just in letterhead)
  - Date of visit
  - Time of arrival at park and departure of visit
  - Number of students and grade level participating
  - Number of chaperons/faculty participating
  - Statement of purpose

Note: The statement of purpose is required to explain how the learning objectives for the visit directly relate to park resources. A statement that the visit is for "educational purposes" is insufficient.

- Request letter is signed
- Request is submitted to the park by mail or fax a *minimum* of two weeks prior to the visit.

Mail to: Superintendent Rebecca Harriett  
ATTN: Fee Waivers  
Harpers Ferry National Historical Park  
P.O. Box 65  
Harpers Ferry, WV 25425

Or fax to: 304-535-2905

Fee waiver requests are processed separately from reservation sheets. Please allow yourself ample time to complete the process and receive approval prior to the planned visit. Submission of a fee waiver request does not automatically constitute a waiver of fees. Approval is necessary.

**If you have questions regarding:**  
Education Reservations

**Please contact:**  
Lesley Johnson, Education Office Assistant  
304-535-6456 phone  
304-535-5084 fax

Education Program Content/Special Requests

Catherine Bragaw, Education Program Manager  
304-535-6283 phone  
304-535-5084 fax

Fee Waivers and Entrance Fees, Non-educational  
Groups

Roxanne Ruppenthal, Fee Supervisor  
304-535-2904 phone  
304-535-2905 fax