



# United States Department of the Interior

NATIONAL PARK SERVICE  
9200 Old Dominion McLean, VA, 22102

## ACADEMIC FEE WAIVER CRITERIA for APPLICANTS

National Park Service (NPS) regulations allow school groups and other *bona fide* national and international academic institutions to obtain a waiver for park entrance fees, provided that the visit is for educational credit or scientific purposes, and the resources or facilities the group proposes to use support those purposes.

Academic fee waivers are not granted automatically. Applicant groups must show they qualify for the waiver. There are three criteria the group must meet to qualify for an academic fee waiver: eligibility, educational purpose, and relevance of park resources or facilities. These criteria are detailed below:

### ACADEMIC FEE WAIVER CRITERIA

#### 1. Eligibility

Applicants must prove they are a *bona fide* academic institution by submitting one of the following:

A statement confirming educational or scientific tax-exemption from the IRS or the applicant's national, state, or local tax authority; or

A statement, from a *bona fide* academic institution, confirming that the group is visiting for the purpose of providing transferable educational credit based on a curriculum; or

A statement of accreditation, or recognition as an academic institution, from a recognized national, regional, state, or local authority at the applicant's location.

#### 2. Educational Purpose of the Visit

Applicants must provide a written statement confirming that the visit supports a specific curriculum for which **academic credit** is offered. Commercial enterprises are not eligible for fee waivers, but groups using a commercial vehicle for transportation only may apply.

#### 3. Relevance of Park Resources or Facilities

Applicants must provide a written statement identifying the park resources and/or facilities that will be used to support the educational purpose of the visit, and how they are relevant to that purpose..

*If you meet the criteria above, submit the following to the email (preferred method), fax or address below. Please allow at least 2 weeks for processing. **Please do not submit the application criteria/ guidelines pages.***

1. A letter explaining what the educational purpose is and how it is related to park resources. (A general statement that the visit is for "educational purposes" is insufficient.) If your group is using a commercial tour company, the group (not the company) must apply for the fee waiver, and must state how the tour supports the curriculum.

2. Current, official documentation of eligibility such as described above. It is insufficient to merely state or imply this. Your fee waiver request cannot be approved without one of these documents.
3. Provide the name of the course and a brief description. The applicant must be providing educational credit hours based on a specific course of instruction.
4. Please include the name and correspondence address of the institution; contact name(s) with telephone/fax number(s) and email address; date(s) and time(s) of arrival; approximate number of vehicles; areas you plan to visit; and approximate number of students and chaperones, including faculty.
5. State in your letter that you understand fee waivers are allowed only for academic institutions that are using the park for educational purposes and the planned trip meets these requirements.
6. Email is the preferred method of request submittal for timeliness of approval requests. Other approved methods include mail or fax but require longer processing time for the approval requests. All documentation detailed in the "How to Apply for an Academic Fee Waiver" section above to:
  - Great Falls Park
  - Attention: Supervisory Visitor Use Assistant
  - 9200 Old Dominion Dr.
  - McLean, VA, 22102
  - Phone: (703) 757-3101
  - Fax: (703) 285-2223
  - Email: [grfa\\_educational\\_fee\\_waiver@nps.gov](mailto:grfa_educational_fee_waiver@nps.gov)
7. Please provide a copy of the approved fee waiver for each vehicle in the group.

## **ACADEMIC FEE WAIVER APPLICATION GUIDELINES**

**The number of adult sponsors/chaperones or faculty included in a fee waiver is limited.** Please use a guideline of one adult sponsor or faculty per 10 students. Specific district, local or state policies and safety standards will be considered. Adults not included in the waiver will be required to pay the per person or per vehicle entry fee. Exceptions may be made for special needs students. Contact park for details.

**Number of vehicles:** Due to Great Falls' high visitation and limited parking vehicle caravan size under a fee waiver may be restricted during certain times. Additional vehicles may be required to pay the per vehicle or per person fee, depending on vehicle size.



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## Application for Fee Waiver

Name of institution: \_\_\_\_\_

Address: \_\_\_\_\_

Official(s) in charge of group: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of adults(Ages 16 & over): \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Date(s) of entry/program: \_\_\_\_\_

Time(s) of arrival: \_\_\_\_\_

Proof of Eligibility Attached: YES  NO

Brief Description of the educational purpose of the visit and the relevance of the Park Resources:

OFFICIAL USE ONLY: Fee Waiver completed on: \_\_\_\_\_ By: \_\_\_\_\_