

# White Sands National Park

## Fee Waiver Policy - Educational Institutions

*Fee Waiver Policy: Fee waiver procedures at White Sands National Park will follow the guidelines as stated in the National Park Service, U.S Department of the Interior, Recreation Fee Management, RM 22A, 10.1.3. February 2014*

National Park Service (NPS) regulations allow school groups and other *bona fide* national and international academic institutions to obtain a waiver for park entrance fee, provided that the visit is for educational credit or scientific purpose, 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 to qualify for an academic fee waiver: eligibility, educational purpose, and relevance of park resources or facilities.

### Eligibility

1. National or international applicants **MUST** prove they are a school or bona fide academic institution by attaching one of the following types of documentation:
  - a. A statement confirming tax exemption from the Internal Revenue Service (IRS) or the applicant's national, state, or local tax authority; or
  - b. A statement from a bona fide academic institution confirming that the group is visiting for the purpose of providing transferable academic credit based on a curriculum; or
  - c. A statement of accreditation as an educational institution from a international, national, regional, state, or local authority
2. Educational Purpose of the Visit
  - a. Applicants must provide a written statement (documentation) verifying that the visit supports a specific curriculum for which academic credit is offered. (e.g.: lesson plan with educational standards)
3. Relevance of Park Resources or Facilities
  - a. Relevance to park resources must be described. 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.

**Not-for-profit groups such as service, civic, fraternal organizations, scouts, 4-H, rotary, Road Scholar etc. do not qualify for the educational fee waiver unless the group meets the applicable criteria above.**

### *Safety Tips:*

Conditions at White Sands National Park can be hazardous. It is suggested that school groups bring one gallon of water per student. Water is not available in the dunefield. Sand that is tunneled into collapses easily, causing rapid suffocation. Sand sledding is a fun but potentially hazardous, so please be careful. Adults and children need to bring plenty of water, snacks, hats, sunglasses, and sunscreen. Keep track of your students, roads can be busy at times and it is easy to get lost.

### *Park Regulations:*

DO NOT collect any sand, rock, or any other natural or archaeological objects. Make sure to pick up your trash. Trash is unsightly and dangerous to animals that live in White Sands. Please *Leave No Trace*.

**Please return application by email to [WWSA\\_education@nps.gov](mailto:WWSA_education@nps.gov).  
Application must be received at least **TWO WEEKS** prior to your planned visit.**



## EDUCATION RESERVATION REQUEST FORM



<b>SECTION 1: Contact Information (Required)</b>	
School/Organization Name	
Name of Requester	
Title/Position (optional)	
School Contact Email Address	
School Contact Phone Number	
School Mailing Address	
City	
State	
Zip Code	
Does anyone in your class need any accommodations?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Describe need:	

<b>SECTION 2: Group Details – Park Visit/ Field Trip</b>	
Day of Event – Name of Primary Contact	
Title/Position	
Primary Contact School Email Address	
Primary Contact Phone Number	

Grade	Number of Students	Number of Chaperones
Preferred Date of Visit	Anticipated Arrival Time	Mode of Transportation

Disclaimer: A park representative will follow-up to confirm group details once this request has been received and reviewed.

<b>SECTION 3: Academic Fee Waiver</b>	
Only groups of students 16 years of age or older visiting a park that collects entrance fees require an Academic Fee Waiver.	
<b>CERTIFICATION</b>	
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, relevance of park resources or facilities to academic program, and academic purpose. Details of these qualifications are listed below. If your institution and purpose meet these criteria, submit the following form to the above address.	
<b>Criteria One – Eligibility:</b> You <b>MUST</b> describe below <b>and</b> attach current official recognition or accreditation as an educational institution by a federal, state, or local government or other documentation attesting to educational status, such as an accreditation letter, educational tax-exempt letter.	
<b>Criteria Two – Educational Purpose:</b> Verify how this visit supports a specific curriculum for which academic credit is offered. For example, attach a course syllabus/description, course catalog, lesson plan, letter detailing the educational purpose, etc., and/or describe below.	
<b>Criteria Three – Relevance of Park Resources or Facilities:</b> Identify the pertinent park resources and/or facilities and detail how they are relevant to support the educational purpose of the visit (attach letter or describe below):	
<b>Acknowledgement:</b> I understand the Recreation Fee Authority (16 USC 6802 Sections 3 a and b) allows for fee waivers only for bona fide educational and/or scientific institutions that are using the park for educational purposes. I hereby certify that the above detailed trip meets these requirements and therefore request that fees be waived. Current official documentation of recognition of affiliation as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status is attached (e. g accreditation letter, educational tax- exempt letter). It is insufficient to merely state or imply this on official letterhead.	

Group Leader Name	Title
Group Leader Signature	Date

<b>Park Use Only</b>	
Authorized Name	Title
Authorized Signature	Date

## NOTICES

### PRIVACY ACT STATEMENT

**Authority:** Public Law 114 – 289 National Park Service Centennial Act and 54 U.S.C. 100701 Protection, interpretation, and research in System.

**Purpose:** To administer education programs for education audiences including but not limited to school groups, scouting groups, extracurricular groups, and home school groups.

**Routine Uses:** To effectively manage requests for education received by the NPS, the Education Reservation Request Form is used to collect basic education reservation information to facilitate operational aspects of scheduling groups for park education programs, including in-park education programs, ranger in classroom programs, and/or online distance learning programs.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede the ability to grant your education reservation request.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide park managers and educators the information needed to schedule and conduct education program activities. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned control number 1024-0288

### ESTIMATED BURDEN STATEMENT

Public reporting for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Do not send your completed form to this address.