
Informational Sheet on an Educational Fee Waiver to Historic Jamestowne and Yorktown

If your academic group consists of individuals 16 years of age or older; is an educational institution recognized by a federal, state or local government; and is visiting Colonial National Historical Park at Historic Jamestowne or Yorktown to satisfy curriculum requirements, you are eligible to receive a fee waiver for entrance into the park, if the purpose of your visit is educational and not recreational. An academic group must meet the following three criteria in order to qualify for a fee waiver:

- (1) The organization must be accredited or have an educational tax-exemption or be recognized as an educational provider;
- (2) A group beyond the 12th grade must be earning credit hours, and
- (3) The request for a waiver must include a brief statement of how specific park resources will support **the curriculum requirement**.

To obtain a fee waiver, federal regulations require that you present a letter on **official school or district letterhead** upon your arrival at Historic Jamestowne or Yorktown with the following information:

1. Address letter to the Park Fee Coordinator.
2. Include the date of your visit to Historic Jamestowne/Yorktown.
(**Separate fee waiver letters are needed for each site.**)
3. State the purpose of the visit. Purpose must relate to educational, not recreational reasons. Please be specific.
4. Grade level.
5. Number of children and adults with the group.
6. Number of buses, vans and/or cars.
7. Name, phone number and address of contact person. Title of contact person.
8. Name of school principal.
9. Name and phone number of commercial tour company transporting group, if applicable.

Upon presentation of your fee waiver letter at Historic Jamestowne or Yorktown, your group may be admitted for free. In order to ensure your group receives free admission and is exempt from the entrance fees, all of the above information must be included in the letter. Groups that do not qualify for free admission will be charged \$10.00 per person age 16 and older. Groups traveling with a commercial tour company will be charged \$100.00 per bus. **Separate requests for fee waivers are needed for the National Park sites at Historic Jamestowne and Yorktown.** Questions regarding a waiver of entrance fees for school groups can be answered at Yorktown, (757) 898-2411, at Historic Jamestowne, (757) 229-1282.

The fee waiver applies only to entrance into the park. Educational and interpretive programs are available for school groups for a nominal interpretive fee. Reservations are required for these programs and must be scheduled at least two months in advance. For more information about scheduling a program for your group, contact the Interpretive Program Coordinator at (757) 898-2411 between 9 a.m. and 1 p.m., Monday-Friday.

Sample Fee Waiver Letter

Print on school letterhead

Fee Coordinator
Colonial National Historical Park
P.O. Box 210
Yorktown, Virginia 23690

Dear Fee Coordinator:

John Smith High School requests a waiver of the entrance fee to visit the (Historic Jamestowne **or** Yorktown) unit of Colonial National Historical Park.

Date of visit: Tuesday, January 2, 2009

Purpose of visit: State the academic reason for visiting Historic Jamestowne **or** Yorktown. Reason must be specifically linked to curriculum requirement (i.e., course title and learning objective number) in order to qualify for a fee waiver. **Stating the visit is for educational purpose does not meet the requirements.** Home schools should state the specific subject for which the visit meets your learning objectives (i.e., history, social studies, etc.)

Students/adults 16 and older: 12

Students 15 and under: 38

Grade level of students: 5th grade

Number of buses: 1

School group leader: John Smith, Teacher

Principal: John Smith, Principal

School address and phone #: John Smith High School
1234 Washington Street
Rochambeau, YZ 12345
(123) 456-7890

Tour company: Wherever Tours
4321 Wherever Avenue
Wherever, YZ 12345

Please note that this request is only for a waiver of the entrance fee at (Historic Jamestowne **or** Yorktown); it does not include any special programs or tours unless specifically requested.

Sincerely,

Signature required