



National Park Service
U.S. Department of Interior

Tonto National Monument



Fee Waiver Application Guidelines

For an uncomplicated application process, please submit the following four items at least 2 weeks in advance:

1. Provide the course number, description, and/or copy of the course description from your school catalog or an outline of student work required for K-12.
2. Provide a copy of the course curriculum or lesson plan (only the portion that describes your studies at Tonto National Monument; no travel itinerary).
3. Documentation of your official recognition as an educational institution.
4. Completed application form.

National Park Service Regulations

These guidelines are to be followed in granting an educational fee waiver. Bona fide educational or scientific institutions may qualify if the following conditions are met.

1. **Current official documentation of recognition as an educational institution by a Federal, State, or local government entity.** Generally, the government body is the one that is responsible for education or accreditation activities. You may also provide **current official documentation attesting to an educational tax exemption by the State tax authority or the Internal Revenue Service.** It is insufficient to state or imply your accreditation on official letterhead.
2. There must be a direct relationship between the visit purpose and the use of the Monument. A general statement to the effect that the visit is for “educational purposes” is insufficient. **An explanation of your educational objectives and how they relate to resources located within the Monument is required.** (Course outlines, lesson plans, or a curriculum copy meet this requirement).
3. The applicant is **providing educational credit hours based on a specific course of instruction.** (Catalog descriptions with course number and credits or an outline of student work meets this requirement).

If the application is approved, the group’s leader will receive a copy of the application with an approval signature. Please present the approved application at the visitor center desk upon your arrival.

Mail or fax the application and supporting documentation (at least 2 weeks in advance of anticipated visit) to: Tonto National Monument, 26260 N Az Hwy 188 #2, Roosevelt, AZ 85545, FAX (928)467-2225. Call (928)467-2241 for more information. Please share the field trip guidelines with your class before your arrival.

We look forward to seeing you at Tonto National Monument!