



# United States Department of the Interior

NATIONAL PARK SERVICE  
PO Box 168  
Yellowstone National Park  
Wyoming 82190

IN REPLY REFER TO:

VSO019  
1/09

## **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 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 address below. Please allow 3 weeks for processing.*

1. A cover letter, on letterhead, 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 on the organization’s letterhead. 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; approximate date and time of arrival and departure; 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. Mail or fax all documentation detailed in the “How to Apply for an Academic Fee Waiver section above to:

Visitor Services Office  
P.O. Box 168  
Yellowstone National Park, WY 82190  
Phone: (307) 344-2109  
Fax: (307) 344-2112  
Email: yell\_visitor\_services@nps.gov

7. Please provide a copy of the approved fee waiver for each vehicle in the group.

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

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

Official in charge of group: \_\_\_\_\_

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

Number of students: \_\_\_\_\_ Number of adult Sponsors or faculty: \_\_\_\_\_

Date of entry: \_\_\_\_\_ Date of departure: \_\_\_\_\_

VSO USE ONLY: Fee Waiver completed and mailed on: \_\_\_\_\_ By: \_\_\_\_\_