



## United States Department of the Interior



National Park Service  
Big South Fork  
National River and Recreation Area  
4564 Leatherwood Road  
Oneida, Tennessee 37841

### APPLICATION FOR EDUCATIONAL FEE WIAVER FOR EDUCATIONAL OR SCIENTIFIC STUDY

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The following information has been taken directly from National Park Service Regulations (RM-22: updated February 2014).

#### 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. If the group is on a commercial tour, the applicant must state how the tour supports the curriculum.

#### 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.

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**If you meet the criteria above, submit the following to the address below. Please allow at least 4 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. See Educational Purpose of Visit, above.
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. See Eligibility, above.
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 provide the following:

**Name of Institution** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**E-mail** \_\_\_\_\_  
**Official in charge of group** \_\_\_\_\_  
**On-site Contact and Cell Phone Number** \_\_\_\_\_  
**Number of Students** \_\_\_\_\_ **Number of Faculty/Chaperons** \_\_\_\_\_  
**Date of Arrival** \_\_\_\_\_ **Date of Departure** \_\_\_\_\_

1 chaperone is allowed for each:  
 20 College students  
 12 High School students  
 5 Elementary School students

5. Read the statement below and sign 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.

I understand that the Code of Federal Regulations allows Fee Waivers only for educational and/or scientific institutions that area 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*).

_____	_____
Name & Signature of official in Charge of Group	Telephone
_____	_____
Title	Fax

6. **Mail, fax or email** all documentation to:

Big South Fork NRRRA  
 Attention: Letitia Neal, Fee Manager  
 4564 Leatherwood Rd  
 Oneida, TN 37841  
 Phone: (423) 569-9778  
 Fax: (423) 569-2816  
 E-mail: tish\_neal@nps.gov

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NATIONAL PARK SERVICE APPROVAL

Required Documentation Type \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent