



National Park Service
U.S. Department of the Interior

Cape Lookout
National Seashore

131 Charles Street
Harkers Island, NC 28531

252-738-2250 phone
252-728-2169 fax

Academic Fee Waiver

Requirements and Application Instructions

National Park Service regulations allow schools and other bona fide educational institutions to receive entrance fee waivers for visits conducted for educational or scientific purposes related to the resources of the area. There are no entrance fees for Cape Lookout National Seashore. However, the park is offering fee waivers for lighthouse climbs (ferry transportation fees still apply) to school groups that meet the following criteria:

1) **Eligibility** – Groups must be from an accredited school (public, private, or home school) or a bona fide academic institution.

To meet this criterion, schools must submit proof of current official recognition as an Educational Institution by a Federal, State, or local government entity, or other documentation attesting to educational status, such as accreditation letter or an educational tax exemption letter.

2) **Educational Purpose of Visit** – The visit must support a specific curriculum for which academic credit is offered.

Groups may submit course outlines, lesson plans, or a copy of the curriculum. Alternative, groups may provide a written description of the education purpose of the visit.

3) **Relevance of Park Resources / Facilities** – In order to receive a fee waiver for lighthouse tickets, the lighthouse climbing activity must support the educational purpose of the visit.

Applicants must provide a written statement describing how the *lighthouse climbing activity* supports the educational purpose of the visit.

Academic fee waivers are not granted automatically. Applicant groups must demonstrate that they qualify for the waiver. Ticket fees will be waived for 1 chaperone (18 years old or older) for every 9 qualifying students.

All climbers must meet the safety requirements for climbing the lighthouse outlined on the park's website at www.nps.gov/cal/planyourvisit/lighthouse-climbs.htm.

NOTE: The Lighthouse Curriculum Guides offered by Cape Lookout National Seashore meets criteria 2 and 3. Applicants qualifying by using these materials must submit a declaration of intent to complete the activities in this guide.

Application Procedures

1. **Make a reservation** *at least 6 weeks* prior to your climb date. When making the reservation, be sure to mention that you are requesting an Academic Fee Waiver.
 - a. Climbs During the Regular Season
 - i. Contact the Education Coordinator at (252) 728-2250 ext. 3024 for assistance in making your lighthouse climb and/or ranger program reservation.
 - b. Off-Season Climb Requests

School groups may request an off-season climb date by calling the Education Coordinator at (252) 728-2250 ext. 3024. Off-season climbs are not automatically approved, but we do our best to accommodate these requests.
2. Submit the completed **Academic Fee Waiver Application** and supporting documents *at least 4 weeks* prior to your climb date.
 - a. An application can be downloaded from <http://www.nps.gov/caloplanyourvisit/academicfeewaiver.htm>.
 - b. Submit the application and supporting documents (listed below) to the Fee Manager:

Cape Lookout National Seashore	Phone: 252-728-2250
Attn: Academic Fee Waiver	FAX: 252-728-2160
131 Charles Street	CALO_Information@nps.gov
Harkers Island, NC 28531	
3. You will **receive notification** of your Academic Fee Waiver request's approval or denial, generally within 2 weeks of receipt of the application packet.
 - a. School groups that do not qualify for the fee waiver or that include additional chaperones or other individuals that do not qualify for the fee waiver are required to pay the full price of the applicable lighthouse tickets *at least 2 weeks* prior to the climb date or the reservation will be cancelled.

Required Documents

- Fee Waiver Application (attached below)
 - Proof of Eligibility (as described below)
- AND
- | | | |
|---|----|--|
| <u>OPTION 1</u> | | <u>OPTION 2</u> |
| • Proof of Educational Purpose | | • Declaration of Intent to complete the activities in the prepared Lighthouse Curriculum Guide |
| | OR | |
| • Proof of the Relevance of the Lighthouse Climb Activity | | |

Eligibility

Applicants must prove they are a school or bona fide academic institution by submitting one of the following types of documentation:

- A statement confirming educational or scientific tax exemption from the Internal Revenue Service (IRS) or the applicant's national, state, or local tax authority (hint: ask your administrative office for a copy of your tax exempt certificate)
- A statement, from a bona fide academic institution meeting one of these eligibility standards, confirming that the group is visiting for the purpose of providing transferable academic credit based on a curriculum; or
- A statement of accreditation or recognition as an educational institution from a legitimate international, national, regional, state, or local authority for the applicant's location. (hint: ask your administrative office for documentation OR a website to try for accreditation documentation is – <http://www.advanc-ed.org/oasis2/u/par/search>)

Cape Lookout Lighthouse Academic Fee Waiver Application



Name of Institution _____

Mailing Address _____

Instructor / Leader _____ Phone _____

Email _____ Fax _____

Number of Students _____ Number of Chaperones _____ Grade Level(s) _____

Which area(s) do you plan to visit while at Cape Lookout National Seashore? Circle all that apply.

- | | | |
|-------------------------------|-----------------------|----------------------|
| Cape Lookout Lighthouse Area | Point of Cape Lookout | Cape Lookout Village |
| Harkers Island Visitor Center | Shackleford Banks | Portsmouth Village |
| Great Island Cabins | Long Point Cabins | |

Lighthouse Climb: Date _____ Time(s) _____

PLEASE NOTE: ticket reservations must be made before the above can be completed.

Please include the following with your application:

Proof of Eligibility - Current official recognition as an Educational Institution by a Federal, State, or local government entity, or other documentation attesting to educational status, such as accreditation letter or an educational tax exempt letter. *Your request cannot be processed without submission of this documentation.*

Written Statement - Applicants must provide a written statement confirming either 1) an intention to complete the activities in the Lighthouse Curriculum Guide as part of the curriculum requirements applicable state curriculum or 2) that the visit has an educational purpose and the lighthouse climb activity is relevant to that educational purpose. Alternatively, a lesson plan or course outline can be used to establish the educational purpose of the visit

I understand the Code of Federal Regulations 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 as an educational institution is attached.

Applicant Signature Title Date

National Park Service Approval: (Note: This is only valid with an NPS signature)

NPS Signature Title Date

This approved fee waiver should be in your possession when picking up your lighthouse tickets at the Light Station Visitor Center. Please note: approval of this application does not guarantee entry; all climbers must meet the safety guidelines for climbing the lighthouse set in place by Cape Lookout National Seashore.