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) The group is from a **North Carolina** school (public, private, or home school). Requests must be made by the school, not by a third party.

2) Students are in **4th grade**. Groups with students in multiple grades are eligible for fee waivers for 4th grade students, but ticket prices still apply for students in other grades.

3) Students are currently studying North Carolina **state history**.

4) Students complete the Pre-Site Visit, On Site Visit, and Post-Site Visit activities in the Lighthouse Curriculum Guide.

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 below.

Academic fee waivers are not granted automatically. Applicant groups must demonstrate that they qualify for the waiver. There are three requirements that the group must meet to qualify for an academic fee waiver: eligibility, educational purpose, and relevancy of park resources/facilities.

Eligibility Applicants must be an 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 exempt letter.

Educational Purpose The visit must support a specific curriculum for academic credit.

Relevance of Park Resource The park resources and/or facilities that will be used must support and be relevant to the educational purpose of the visit.

The Lighthouse Curriculum Guide offered by Cape Lookout National Seashore meets the last two criteria. Applicants must submit a declaration of intent to complete the activities in this guide.

Application Procedures

1. Make a reservation for your group through the lighthouse ticket reservation system at least six weeks prior to your climb date.
   a. To make a reservation for your school group, contact Karen Duggan at (252) 728-2250 ext. 3024.
   b. When making the reservation, be sure to mention that you are requesting an Academic Fee Waiver.
2. An application packet can be download it at http://www.nps.gov/calo/planyourvisit/academicfeewaiver.htm.
3. The completed application and supporting documents must be received 4 weeks prior to your climbing date.

Cape Lookout National Seashore	Phone: 252-728-2250
Attn: Academic Fee Waiver	FAX: 252-728-2160
131 Charles Street	Email: CALO_Information@nps.gov
Harkers Island, NC 28531	

4. 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 are required to pay the full price of the 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
  - 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.
- Declaration of Intent
  - Groups applying for a fee waiver must submit a declaration of intent to complete the activities in the Lighthouse Curriculum Guide. This should be printed on the educational institution's letterhead.
- A sample declaration of intent can be found in your application packet

Safety Guidelines for Lighthouse Climbs

- Children must be at least 44 inches tall and able to climb to the top of the lighthouse on their own.
- To keep hands free for handrails no person may be lifted or carried and food, drinks, and bulky personal items (e.g. backpacks, tripods) should be left outside the lighthouse
- Shoes are required; heels should be less than 1½ inches. Flip-flops are not recommended.
- Each school climbing group is required to have at least one adult (18 years of age or older) chaperone.

Cape Lookout Lighthouse
Academic Fee Waiver Request

Name of Institution _____

Mailing Address _____

Instructor / Leader _____

Phone _____ **Fax** _____ **Email** _____

Number of 4th Grade Students _____ **Number of Faculty/Chaperones** _____

Which area&s' bm wms nj_l rm tgqgt u fgjc _r A_nc Jmmimsr L_rgml_j Qc_qfmpc? Check all that apply.

- ☐ Cape Lookout Lighthouse Area
- ☐ Noint of Cape Lookout
- ☐ A_nc Jmmimsr Tgjj_ec
- ☐ F_picpq Gqj_lb Tgqgrmp Aclrcp
- ☐ Shackleford Banks
- ☐ Nmprqkmsrf Tgjj_ec
- ☐ Great Island Cabins
- ☐ Long Point Cabins

Please Note: ticket reservations must be made before the section below can be completed.

Lighthouse Climb: Date _____ **Time(s)** _____

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. It is insufficient to merely state or imply that you have this recognition. *Your request **cannot** be processed without submission of this documentation.*
- ☐ **Delcaration of Intent** - Applicants must provide a written statement confirming 1) their intention to complete the activities in the Lighthouse Curriculum Guide and 2) that these materials will be used as part of the curriculum requirements for 4th grade social studies courses in North Carolina.

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 rgntkc be in your possession when ohbjhmf to xntqkhfgsgntrd shbjdsr `ssgd Khfgs Rs`shnm Uhrhsnq Bdmsdq- 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.