



National Park Service  
U.S. Department of the Interior

P.O. Box 210  
Yorktown, VA 23690  
ATTN: Academic Fee Waiver  
[colo\\_edu\\_programs@nps.gov](mailto:colo_edu_programs@nps.gov)  
[www.nps.gov/colo](http://www.nps.gov/colo)

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# Academic Fee Waiver

## *Requirements and Application Instructions*

National Park Service regulations allow most school groups and other accredited national and international academic institutions to obtain a waiver of park entrance fees, provided the visit is for “outings conducted for non-commercial educational purposes by schools and other bona fide academic institutions.” The Federal Lands Recreation Enhancement Act (FLREA) allows these outings to receive a waiver of park entrance fees. A bona fide academic institution is one that is genuine and applies for the fee waiver “in good faith, without fraud or deceit.” Commercial enterprises are not eligible for fee waivers, but school groups using a commercial vehicle for transportation only may apply for a fee waiver.

In some states and counties the Boards of Education mandate the use of commercial tour companies to provide comprehensive services for school groups. In those cases, the school group must apply for and meet the criteria for an educational fee waiver **and** document that the tour provider’s package price incorporates the discount. Academic Fee Waivers only apply to entrance fees. National Park Service, U.S. Department of the Interior, Recreation Fee Management, RM 22A, 10.1.3]

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, relevancy of park resources or facilities.

### **Requirement #1 - Eligibility**

Applicants must prove they are an academic or scientific institution by presenting one of the following types of documentation:

- 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 an academic institution that meets 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 confirming accreditation or recognition as an educational institution from a qualified national, regional, state, or local authority.

### **Requirement #2 - Relevance of Park Resources**

Applicants must provide a written explanation 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.

### **Requirement #3 - Educational Purpose**

Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. The specific curriculum must be cited in the statement.

### **Application Procedures**

To apply for an Academic Fee Waiver, complete the attached application and include the following:

- Attach current official documentation of recognition as an academic institution by a federal, state, or local government entity, or other evidence attesting to educational status (e.g., accreditation letter, tax exemption status).
- A written statement confirming a direct relationship between the purpose of the visit and the use of the park. The visit must include the study of some aspect or resource specific to the park. A general statement to the effect that the visit is for “academic” or “educational purposes” is, by itself, insufficient. An explanation of what the educational purpose entails and how it is related to park resources is required (e.g., course outlines, lesson plans, copy of the curriculum).
- A written statement confirming that the visit supports a specific curriculum for which academic credit is offered. Documentation such as a copy of the school’s course catalog or handbook will also satisfy this requirement.

Submit your application package at least two weeks in advance of your visit. Applications that are incomplete may be denied. If you have questions regarding your application prior to your visit, please call the park’s interpretive program coordinator at 757-898-2411.

### **Additional Information**

If the anticipated visit does not apply to the park’s resources or facilities, and you are not being escorted by a commercial tour company, you will enter as an “organized non-commercial” group. The following, as outlined in National Park Service Recreation Fee Program, is then in effect:

- Organizations that are generally considered service, civic, or fraternal (e.g., Scouting, Rotary, faith-based organizations, clubs, etc.) do NOT qualify for the academic fee waiver unless they meet the requirements.
- Individuals 15 years of age and younger, not on a commercial tour, are exempt from entrance fees.
- Individuals 16 years of age and older, not on a commercial tour, are charged the non-private fee of \$20 per person at Historic Jamestowne or \$10 per person at Yorktown. (If visiting both sites; the \$20 at Historic Jamestowne includes Yorktown for seven days entrance. The \$10 fee paid at Yorktown can be applied to the purchase of entrance at Historic Jamestowne.)
- Interagency Pass holders and up to three additional adults are not required to pay at Yorktown. At Historic Jamestowne, Pass holders and up to three additional adults are charged \$5 per person. The pass holder must present their pass, along with photo identification, at the visitor center.
- Groups being escorted by a commercial tour company are charged the commercial tour fee of \$100.00 per bus.

### **EXPERIENCE YOUR AMERICA**

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

# Colonial National Historical Park Academic Fee Waiver Request

Submit At Least Two Weeks in Advance of Visit



P.O. Box 210  
Yorktown, VA 23690  
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[www.nps.gov/colo](http://www.nps.gov/colo)

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

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

Class/Course Title: \_\_\_\_\_

Instructor / Leader: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Faculty: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Total Vehicles: Coach/Bus \_\_\_\_\_ Mini Bus/Van \_\_\_\_\_ Auto \_\_\_\_\_

Commercial Bus Company: \_\_\_\_\_

Commercial Tour Company: \_\_\_\_\_

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

Commercial Group Leader: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Park Area to be visited:  Yorktown Battlefield  Historic Jamestowne

- **Criteria One: 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.*
- **Criteria Two: Relevance** - There must be a direct relationship between the purpose of the visit and the use of the park. Provide documentation demonstrating why the visit is educational and specific to Colonial National Historical Park. To simply state the trip objectives are for "academic purposes" is insufficient. *You must submit an explanation of what the academic purpose entails and how it relates to park resources. In lieu of a written statement, a course outline, lesson plan, or a copy of the course curriculum meets this requirement.*
- **Criteria Three: Academic Purpose** - Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. *In lieu of a written statement, documentation such as the course syllabus or a copy of the school's course catalog or handbook will satisfy this requirement.*

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 or scientific institution is attached.

\_\_\_\_\_  
Applicant Signature [School Official ONLY] Title Date

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

\_\_\_\_\_  
NPS Signature Title Date

Please note that academic institutions escorted by commercial tour companies may not qualify for a fee waiver. This Academic Fee Waiver will cover the entrance fee for all students, adult teachers and 1 adult chaperone per 10 students (1:10 ratio). Questions, please email Monday thru Friday, the park's interpretive program coordinator at [colo\\_edu\\_programs@nps.gov](mailto:colo_edu_programs@nps.gov)

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1. To be eligible for an educational fee waiver, YOU MUST attach current official documentation of recognition of affiliation as an educational institution. For example, AN ACCREDITATION LETTER, TAX-EXEMPT LETTER, or LESSON PLAN ON LETTERHEAD. Simply stating or implying this on official letterhead is insufficient.

2. Explain the educational purpose of the trip. What aspect/resource of Colonial National Historical Park is to be studied:

3. Course title, catalog number, and description or grade level and subject matter:

## Historic Jamestown Museum and Historic Site Etiquette

Welcome to Historic Jamestowne. We are happy that you have chosen to tour the original site of the first permanent English colony in North America. To ensure that you and your students get the most out of your experience, and to ensure that other guests at Historic Jamestowne receive the same, we ask that you and your group abide by the following park etiquette:

- Qualifying school groups with students ages 15 and under, who are not affiliated with a commercial company and who have not booked a tour or program through the National Park Service or Preservation Virginia will be allowed one complimentary adult admission with every ten student admissions to the park. Teachers are admitted free with the school group. **Additional adults will be charged the park entrance fee.** To ensure smoother check in and to allow staff to accommodate school groups, please plan your visit at least a month in advance and apply for a Fee Waiver, found at <https://www.nps.gov/colo/learn/education/entrance-fee-waivers.htm>
- Please **limit your groups inside the Visitor Center galleries and restrooms to 15 students at a time.** This ensures your group and other visitors will have plenty of space to view the exhibits and use the facilities. Multiple classes are allowed inside the movie theater at one time. For the safety of the students, **teachers and chaperones should be with their classes or groups of students at all times.**
- When walking across the bridge and on footpaths, please **be mindful of other visitors** at the park and keep your group to one side of the path. Please be courteous to other school groups, guides, or other visitors who are taking tours of the site and **refrain from running, making loud noises, or in any way disrupting other visitors' experience.**
- Historic Jamestowne is both the historic site of the 1607-1699 capital of Virginia as well as an active archaeological site. **Please be respectful to the sensitive nature of the burials, historic structures, and archaeological features.** The following activities are prohibited: Walking on, climbing, entering, ascending, descending, or traversing an archaeological or cultural resource, monument, or statue, except in designated areas and under conditions established by the Superintendent and Preservation Virginia.
- Please **refrain from letting any individual climb down slopes of the sea wall or on the rocks** along the James River, as they are slippery and very dangerous.
- Groups, chaperones, and individual students are expected to follow proper etiquette at all times. **Those individuals or groups that are engaged in dangerous or highly disruptive behavior will be asked to leave** by Preservation Virginia and/or National Park Service staff.

Please sign this form and bring it with you to the park. You will present this form and your fee waiver to a staff member at the fee desk when you first check in at the Visitor Center.

School/Group

Name: \_\_\_\_\_

Signature of Group Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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