

Colonial National Historical Park Academic Fee Waiver Request

Submit At Least Two Weeks in Advance of Visit



P.O. Box 210
Yorktown, VA 23690
ATTN: Academic Fee Waiver
757-898-2410 phone
colo_edu_programs@nps.gov

Arrival Date: _____ Arrival Time: _____

Name of Institution: _____

Mailing Address: _____

Class/Course Title: _____

Instructor / Leader: _____

Phone: _____ Fax: _____ Email: _____

Number of Students: _____ Grade(s): _____ Number of Faculty/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 [i.e. Yorktown or Jamestown]: _____

- 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 call Monday thru Friday, the park’s interpretive program coordinator at 757-898-2411.