



Academic Fee Waiver Application Guidelines

Thank you for your interest and request for information pertaining to Academic Fee Waivers. Please read the following information carefully.

The Federal Lands Recreation Enhancement Act (FLREA), Public Law 108-447, provides the National Park Service statutory authority to allow "outings conducted for non-commercial educational purposes by schools or bona fide academic institutions" to obtain a waiver of park entrance fees.

Fee Waiver Qualification Standards:

Academic Fee Waivers (formally Educational Fee Waivers) are granted to groups that submit an application and meet criteria for approval. Please read carefully.

1. Eligibility

National or international 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 IRS or the applicant's national, state, or local tax authority; or
- 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.
- Home schools may apply for waivers based on the course of study following the procedures above and must meet the state's requirements for home schools.
- **Chaperone fee waiver:** The following criteria is used in determining the appropriate chaperones to student ratio, 1 to 5 for elementary school, 1 to 8 for middle school; 1 to 12 for high school; and 1 to 20 for college students. Fee waivers apply only to students and the appropriate number of chaperones per the above formulas. Any additional chaperones are required to pay the applicable per person fees.

2. Educational Purpose of the Visit

- Applicants must provide a written statement verifying the visit will support a specific curriculum for which academic credit is awarded.

3. Relevance of Park Resources or Facilities

- Stating the trip objective is for "educational purposes" is insufficient. A direct relationship between the purpose of the visit, park use and resources must exist. The written statement should identify the park resources and facilities to support your visit, and the relevance to that education program.

Submission of Application:

1. Applications for fee waivers must be received at least two weeks in advance of the anticipated visit. Incomplete applications or requests that do not meet required criteria may be denied.
2. Applications must be printed on School's/Institution's letterhead and signed by the school Principal or Head of Institution. **(A template to print or copy to your organization's letterhead is provided below)**
3. Submit your Academic Fee Waiver request to: **Email** fova_reservations@nps.gov or **Mail to: ATTN School Tours, Ft Vancouver NHS, 612 East Reserve Street, Vancouver WA 98661**

School Name and Address:

Attn: Academic Fee Waiver
Fort Vancouver National
Historic Site 612 East
Reserve Street
Vancouver WA 98661

Superintendent:

This document is to serve as application for an Academic Fee Waiver for our staff, adult chaperones, and students 16 years of age or older, participating in a park education program. The information contained, provides proof of "outings conducted for non-commercial educational purposes by schools or bona fide academic institutions".

Grade of Students	Number of Students	Number of Adults	Tour Date	Tour Time

Name of Educator(s) _____

As a bona fide academic institution or school, this requested Academic Fee Waivers is for students 16 and older, and/or adults participating in an education program. Total number of requested fees to be waived are _____

The scientific and/or educational objectives relevant to park visit (**Course outlines, lesson plans, or a copy of the curriculum that meet this requirement.**)

Signature of Principal/Head of Education Institution or Authorized Person(s)

Date