**United States Department of the Interior**

NATIONAL PARK SERVICE

 Gulf Islands National Seashore

1801 Gulf Breeze Parkway

Gulf Breeze, FL 32563

**Resource Fee Waivers**

**Fee Waiver Qualifications**

In order to qualify for a fee waiver, your group must meet the following criteria:

* Educational and scientific groups must submit proof of official recognition as an accredited institution by a federal, state, or local government entity. Private schools or other scientific institutions may submit documentation of tax exempt status granted for **educational** purposes. Groups or organizations that have been "officially recognized by a school or scientific institution for the purpose of providing education..." must provide evidence of this official recognition.
* The intended trip must relate directly to the educational or scientific purpose of the visit and to the

unique features and resources of Gulf Islands. **The visit "shall not be primarily for recreation**

**purposes."** Please submit your lesson plan listing objectives itinerary and how lessons relate to

park resources.

* Requests from colleges or universities should also include a copy of the course description from the school's Course Catalog or Handbook.

**How to Apply:**

On a school letterhead prepare your entrance fee waiver request.

Email the fee waiver request to Sarah Holman at Sarah\_Holman@nps.gov or call (850) 934-2624. It must be received at least two weeks prior to your visit.

Fee waiver request may be mailed to:

Gulf Islands National Seashore

Attn: Sarah Holman

Educational Fee Waiver Request

1801 Gulf Breeze Parkway

Gulf Breeze FL 32563

Note: The proposed trip must be sanctioned as an approved school educational activity by an authorized school official. The form must be signed by the school's principal, department head, or other appropriate official.

 Other than groups traveling as part of a commercial tour, individuals 16 years or

 under, or individuals 62 years and older possessing Interagency Senior /Golden

 Age Passes, or permanently disabled persons possessing Interagency Access/Golden

 Access Passes, are exempt from park entrance fees. **If an educational fee waiver**

 **has not been granted, all others must pay the required entrance fees.**

**GUIDELINES FOR EDUCATIONAL FEE WAIVERS**

The following information has been taken directly from the National Park Service policy manual regarding the collection of fees. These are the guidelines for granting educational fee waivers. Bona fide educational or scientific institutions may qualify if the following conditions are met.

Academic fee waivers are not granted automatically. Applicants must submit a written request for an academic fee waiver, including documentation to show how their request satisfies the academic fee waiver criteria.

**There are three criteria to qualify: *eligibility, educational purpose, and relevance of park resources or facilities.***

**PLEASE READ CAREFULLY! YOUR APPLICATION MUST CONTAIN ALL OF THE FOLLOWING:**

Eligibility:

National or international applicants must prove they are a school or *bona fide* academic institution 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; 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.

Educational Purpose of the Visit

Applicants must provide a written statement on the application verifying that the visit supports a specific curriculum for which academic credit is offered.

Relevance of Park Resources or Facilities

Relevance to park resources must be described. Applicants must provide a written statement on the application 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.

 eMail fee waiver requests to:

Sarah\_Holman@nps.gov

Subject Line: Educational Fee Waiver Request

Please call (850) 934-2624 to confirm receipt of your application. **Applications must be received at least 2 weeks prior to the requested arrival date.**

**GULF ISLANDS NATIONAL SEASHORE
Request for Academic/Educational Fee Waiver**

Name of Requesting Institution:

Address:

Official in charge of group: email address:

Date/Time of Requested Entry: Date/Time of Departure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Ages of Students:

Area of the Park to be visited (Ft. Pickens, Perdido Key, Davis Bayou, West Ship Island, Naval Live Oaks, etc):

1. Description of Educational Institution:
2. Explain the educational purpose of the trip, including course title and description:
3. What aspect/resource of Gulf Islands National Seashore is to be studied (relevance of Park resources)?
4. I understand that the Code of Federal Regulations allows Fee Waivers only for educational and/or scientific institutions 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 of affiliation as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status is attached (e.g. accreditation letter, educational tax exemption letter).

Signature - School principal, department head, or other appropriate official

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Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Fill out this form, print on school letterhead, acquire signature by appropriate official and email to Sarah\_Holman@nps.gov.**