



United States Department of the Interior
NATIONAL PARK SERVICE
Roosevelt-Vanderbilt-Van Buren National Historic Sites
4097 Albany Post Road
Hyde Park, New York 12538

Application for Academic Waiver of Entrance Fees

Date & Time of Visit: _____

Name of Academic Institution Sponsoring Tour: _____

Mailing address: _____

Official in charge of group: _____

Phone #: _____ E-mail address: _____

Number of Students: _____ Number of Faculty/Chaperons: _____

1. College: Course Title, Catalog Number, and attached Syllabus **or** High School: Grade Level and Subject

2. Educational purpose statement of trip with direct relation to the resources at the Home of Franklin D. Roosevelt National Historic Site, Vanderbilt Mansion National Historic Site or the Eleanor Roosevelt National Historic Site.

Is this part of an accredited curriculum with transferable academic credit? ____ YES ____ NO

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 academic institution by a Federal, State, or local government entity, or other evidence attesting to educational status is attached. It is insufficient to merely state or imply this on official letterhead. Lack of, or insufficiently prepared documentation, may result in denial of requested waiver.

Title & Signature of Applicant _____

Date _____

IMPORTANT:

- Please see reverse of application for instructions on additional required documentation.
- Return both completed application pages.
- The approval of this permit does not grant schools any rights not given to all park visitors

NATIONAL PARK SERVICE APPROVAL

FEE WAIVER APPROVAL: _____ DISAPPROVED: _____

Superintendent _____ Date _____

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

Instructions for Completing Academic Waiver of Entrance Fees

The following information has been taken directly from the National Park Service Regulations (NPS-22). This is the guideline to be followed in granting education fee waivers. Bona fide educational or scientific institutions may qualify if the following conditions are met. **PLEASE READ CAREFULLY!** Your Application package must contain ALL of the following documentation.

Please provide us with complete information for Numbers 1-4:

1. 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 OR an Educational Tax exempt Letter**). It is insufficient to merely state or imply this on official letterhead. Documentation must be submitted with your application or your fee waiver will not be processed.
 2. There must be direct relationship between the visit purpose and the use of the Park. The visit must be to study some thematic aspect of Roosevelt-Vanderbilt National Historic Sites. Please explain the educational purpose and how the purpose relates to Park interpretive resources. This is essential for waiver approval (e.g. course outlines, lesson plans, a copy of the curriculum OR syllabus). **A general statement to the effect that the visit is for “educational purposes” is insufficient.**
 3. **The applicant and institution is providing educational credit hours on a specific course of instruction. The visit shall not be primarily for recreational purposes.** This requirement can be met by stating the course number, description, **and** syllabus for college courses OR outline of student work required for K-12. Number of Chaperones allowed is: 20 college students/1 chaperone, 12 high school students/1 chaperone, and 7 elementary students/1 chaperone.
 4. **Completed application (both Page 1 and Page 2 of this form)**
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When the visit is recreational, you enter as an organized, non-commercial group. The following fees are then in effect:

- Children 15 years of age and younger do not pay an entrance fee.
- Annual/Senior/Access Passports, Golden Age/Access, and other people in their group (according to the passport) do not pay an additional fee.
- All other individuals 16 years of age and older are charged the per person entrance fee.

Submit the application and supporting documentation (at least two weeks prior) to:

Mailing: Program Manager for Visitor Services, Roosevelt-Vanderbilt National Historic Sites, 4097 Albany Post Road, Hyde Park, New York 12538

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Email: michael_autenrieth@nps.gov, Subject line: Fee Waiver Application
Please call (845) 444-9167 if you have any questions. We will notify you of the approval or disapproval of your application prior to your arrival.

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