



United States Department of the Interior
 NATIONAL PARK SERVICE
 Wupatki – Sunset Crater Volcano – Walnut Canyon
 6400 N. Highway 89, Flagstaff, AZ 86004
 Phone (928) 526-1157 Fax (928) 526-4259



**Please complete form and fax or mail to the Flagstaff Monuments Fee Coordinator
Educational Fee Waiver Request Form**

Authority for the waiver of Federal Recreation Fees is provided for in the Land and Water Conservation Act of 1965, as amended, and the Code of Federal Regulations, Title 36, part 71.13(d). This regulation is attached to this application.

If you feel you meet the qualifications, please complete this application and return to the above address. You **must enclose documentation** of your official recognition as an educational or scientific institution of Federal, State, or local government body. If your application is approved you will receive an approval/confirmation letter by mail or fax. If you need additional information contact the Fee Program Coordinator at **(928) 526-1157 x239**.

Name and address of educational institution _____

Name of Group Leader _____ E-mail _____

Phone #: () _____ Fax #: () _____ Cell #: () _____
 E-mail or Cell-phone is required in case of emergency

Number of students under age 16 _____ No. of Adults _____ Grade _____
Note: A ratio of least 1 adult leader for every 5 minors.

of Car (s) _____ # of Van (s) _____ # of Bus (s) _____ # of other _____

Dates/time of Visit(s): Sunset Crater Volcano	Date: _____	Time: _____
Wupatki NM	Date: _____	Time: _____
Walnut Canyon	Date: _____	Time: _____

Explain the educational purpose of the trip. What aspect/resource of the park is to be studied?

Certification: I hereby certify that above detailed trip meets fee waiver 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 exempt letter). It is insufficient to merely state or imply this on official letterhead.

Group Leaders' Signature & Title _____ Date _____

(For official use only)

 _____ Approved Fee Waiver (Show this permit upon arrival) _____ Not Approved (Insufficient documentation)

Fee Program Coordinator Signature _____ Date _____

Confirmation Letter sent: _____ Copy to Ed. Coord. _____ Interp. Program _____ Completed Waiver Packet _____

Information from the NPS, RM 22 concerning Fee Waivers

TITLE 36, CODE OF FEDERAL REGULATIONS PART 71, RECREATION FEES

71.13 Exceptions, exclusions, and exemptions

(d). No federal recreation area fee shall be charged for commercial or other activities not related to recreation, including, but not limited to, organized tours or outings conducted for educational or scientific purposes related to the resources of the area visited by bona fide institutions established for these purposes.

Applicants for waiver of fees on this basis will be required to provide documentation of their official recognition as educational or scientific institutions by Federal, State, or local government bodies and will also be required to provide a statement as to the purpose of the visit proposed.

The use of any recreation facilities for which a fee waiver is requested must relate directly to scientific or educational purposes of the visit and may not be primarily for recreational purposes.

In order to grant a waiver of fees, educational groups must meet all of the following criteria and provide documentation:

1. APPLICANTS FOR WAIVER OF FEES ARE REQUIRED TO PROVIDE DOCUMENTATION OF THEIR OFFICIAL RECOGNITION AS AN EDUCATIONAL OR SCIENTIFIC INSTITUTION BY FEDERAL, STATE, OR LOCAL GOVERNMENT BODIES.

It is insufficient for applicants to state that they have this recognition or imply it in their letter or literature. Documentation must be provided from the government entity with the authority to make the official determination as to the group's educational or scientific status. The best documentation is a copy of the accreditation certificate issued by the governmental agency.

2. THE USE OF ANY RECREATIONAL FACILITY FOR WHICH A FEE WAIVER IS REQUESTED MUST RELATE DIRECTLY TO EDUCATIONAL OR SCIENTIFIC PURPOSES OF THE VISIT AND MAY NOT BE PRIMARILY FOR RECREATIONAL PURPOSES.

3. APPLICANTS ARE REQUIRED TO PROVIDE A STATEMENT AS TO THE PURPOSES OF THE PROPOSED VISIT. THE VISIT MUST BE RELATED DIRECTLY TO THE RESOURCES OF THE PARK.

A general statement to the effect that the visit is for "educational purposes" is insufficient by itself. An explanation of what the educational purposes entail and how they relate to the park resources is required.

It is recommended that the requesting institutions attach a separate letter to the Application for the Waiver of Fees which covers the criteria for receiving the waiver fees. This will assist the park in making the determination for approving or not approving the application.