



Academic Fee Waiver/Permit

Requirements and Application Instructions

Valles Caldera National Preserve regulations allow school groups and other approved national and international academic institutions to obtain a waiver of preserve entrance fees, provided the visit is for educational or scientific purposes, and the resources or facilities that the group intends to use support those purposes.

Academic fee waivers/permits are not granted automatically. Applicant groups must demonstrate that they qualify for the waiver. There are three requirements (listed below) that the group must meet to qualify for an academic fee waiver/permit: educational purpose, relevancy of preserve resources or facilities, and eligibility.

Requirement #1 - Educational Purpose

Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. If the group is on a commercial tour, the applicant must state how the tour supports the curriculum.

Requirement #2 - Relevance of Preserve Resources

Applicants must provide a written explanation identifying the preserve resources and/or facilities that will be used to support the educational purpose of the visit, and how they are relevant to that purpose.

Requirement #3 - Eligibility

Applicants must prove they are an academic or scientific institution by presenting 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 an academic institution that meets 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 confirming accreditation or recognition as an educational institution from a qualified national, regional, state, or local authority.

Application Procedures

To apply for an academic fee waiver/permit, complete the attached application and include the following:

- Attach current official documentation of recognition as an academic institution by a federal, state, or local government entity, or other evidence attesting to educational status (e.g., accreditation letter, tax exemption status).
- A written statement confirming a direct relationship between the purpose of the visit and the use of the preserve. The visit must include the study of some aspect or resource specific to the preserve. A general statement to the effect that the visit is for "academic" or "educational purposes" is, by itself,

insufficient. An explanation of what the educational purpose entails and how it is related to preserve resources is required (e.g., course outlines, lesson plans, copy of the curriculum).

- A written statement confirming that the visit supports a specific curriculum for which academic credit is offered. Documentation such as a copy of the school's course catalog or handbook will satisfy this requirement.
- Submit your application package at least 30 days prior to your requested visit. Applications that are incomplete may be denied. Please submit the application by mail or email to:

Valles Caldera National Preserve
Attn: Lead Educator/Education
P.O. Box 359
Jemez Springs, NM 87025

Email: Vall_info@nps.gov
Phone: 575-829-4821

If the application is approved, a copy of the application with an approval signature will be emailed to you. Each vehicle must present a copy of the approved fee waiver/permit at the preserve entrance station and must keep a copy with them at all times. **Fees will not be waived for vehicles that do not have a copy of the waiver.**

Entrance station personnel are not authorized to approve fee waivers at the entrance stations.

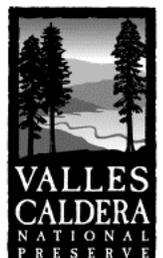
Additional Information

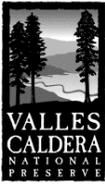
The number of adult sponsors or faculty included in fee waiver is limited. Please use a guideline of one adult sponsor or faculty per five elementary school students; 10 high school students; 20 university students. Specific district, local or state safety standards will be considered.

If the anticipated visit is recreational, you will enter as an "organized non-commercial" group. As a property under the jurisdiction of the NPS system, the following, as outlined in National Park Service Recreation Fee Program, is then in effect:

- Organizations that are generally considered service, civic, or fraternal (e.g., Scouting, Rotary, faith-based organizations, clubs, etc.) do NOT qualify for the academic fee waiver unless they meet the requirements. These organizations will be required to pay the standard per vehicle entrance fee.
- Individuals 15 years of age and younger are exempt from entrance fees.
- Federal Recreation Pass holders and their immediate families (i.e., parents, spouse, and children) are not required to pay. The pass along with photo identification must be presented at the entrance station.

Thank you for your patience with us as the Valles Caldera National Preserve transitions to management under the National Park System. If you have any questions about the Academic Permit/Fee Waiver application process please do not hesitate to contact us at Vall_info@nps.gov.





Valles Caldera National Preserve

Academic Fee Waiver/Permit Application



I am applying for a: Permit Fee waiver Both

Name of Institution: _____
 Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____
 Mailing Address: _____
 Instructor/Leader: _____ Email: _____
 Phone: _____ Cell # on date of visit: _____
 Number of students: _____ Grade (s): _____ Number of Faculty/Chaperones: _____
 Total Vehicles: # of Coach/Bus _____ # of Mini Bus _____ # of Vans _____ # of Autos _____
 Class/Course Title: _____

- Criteria One: Academic Purpose** - Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. *Documentation such as the course syllabus or a copy of the school's course catalog or handbook will satisfy this requirement.*
- Criteria Two: Relevance** - There must be a direct relationship between the purpose of the visit and the use of the preserve. Provide documentation demonstrating why the visit is educational and specific to the Valles Caldera National Preserve. A course outline, lesson plan, or a copy of the course curriculum meets this requirement. 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 preserve resources.*
- Criteria Three: 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.
- Criteria Four: Desired Location** - Mark all anticipated routes and activity locations on the attached map. Additionally, please provide a detailed description of your visit activities and agenda in the box below.

I understand the Code of Federal Regulations allows for fee waivers only for bona fide educational and/or scientific institutions that are using the preserve 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 Title Date

Valles Caldera Approval: _____ (Note: This form is only valid with the Superintendent's signature)

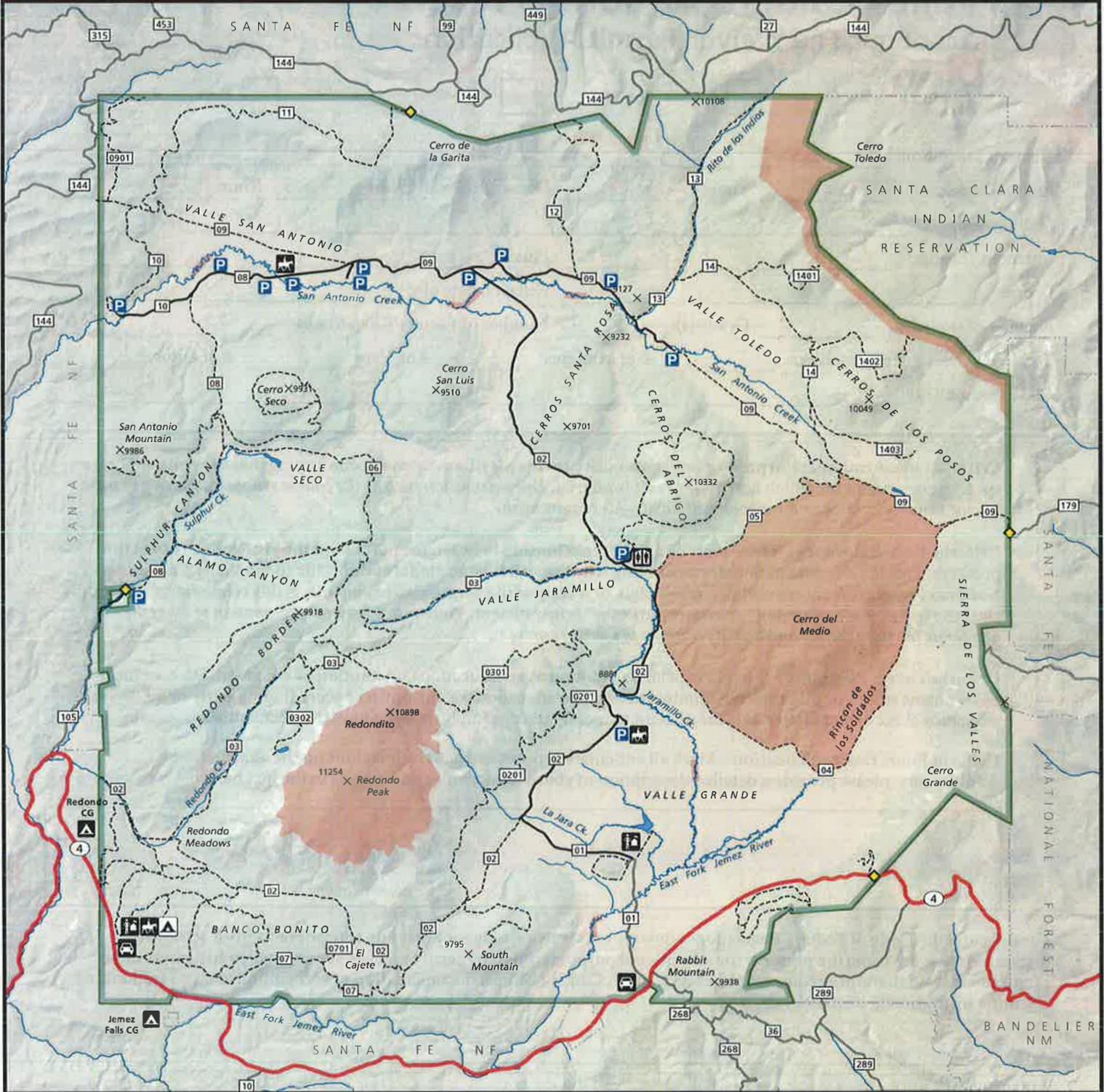
 Supervisory Park Ranger Signature Date

 Superintendent Signature or Designee Date

This approved fee waiver must be in your possession when arriving at the Valles Caldera National Preserve. Each vehicle needs to have a copy of the approved fee waiver/permit otherwise normal entrance fees will be charged. Refunds will not be granted.

Valles Caldera National Preserve

National Park Service
U.S. Department of the Interior



- Visitor Contact Station†
- Horse Trailer Parking
- Vehicle Entrance
- Restroom
- Primitive Campground
- Developed Campground
- Parking

- Remote Access Point
- Hiking/Biking/Equestrian Trail
- Backcountry Vehicle Route (permit required)*
- Other Roads
- Restricted Area (no public access)

Motorized Vehicles Permitted on Designated Routes Only

Parking Allowed Along Backcountry Vehicle Route Provided Vehicles Are Parked Safely & Not Blocking Access

† Restrooms and parking available
* open for hiking/biking/equestrian use

