



# United States Department of the Interior

NATIONAL PARK SERVICE  
2400 E. Fort Ave.  
FORT McHENRY NATIONAL MONUMENT AND  
HISTORIC SHRINE  
BALTIMORE, MARYLAND 21230-5393

IN REPLY REFER TO:

Dear Fee Waiver Applicant:

Thank you for requesting an educational fee waiver for your group's visit to Fort McHenry National Monument and Historic Shrine. Federal regulations allow fee waivers for groups sanctioned by educational Institutions if it is determined that the proposed visit is for **educational purposes and related to your current curriculum.**

Enclosed you will find a copy of Fort McHenry's fee waiver application. Please fill out the application and return it with the following documentation:

**A letter submitted on official school letterhead, signed by the principal, and stating that "the visit is for educational purposes and related to the current curriculum." Any further relevant information relating to the visit may be included in this letter.**

For homeschools, the letter can be signed by a spokesperson for the group and must include documentation that shows that the homeschool is recognized as an official educational institution.

Please send all information to the attention of the Fee Waiver Coordinator to the address at the top of this page. It must be postmarked at least three weeks prior to the scheduled visit, or it can be faxed two weeks prior to the visit. Your request will be reviewed, and the waiver application will be returned to you once it is approved or denied

Failure to provide adequate and definitive documentation or failure to send the application on time will result in denial of the waiver request. Any group visiting without an approved fee waiver will be charged the regular adult entrance fee for each adult.

For your convenience, there are lesson plans posted on our website that might be of use to you in planning an activity for your group. You can find them by going to [www.nps.gov/fomc](http://www.nps.gov/fomc) and clicking on **For Teachers.**

Sincerely,

Susan Knauer  
Group Arrangements Coordinator/  
Fee Program Manager

revised 7/06



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## NATIONAL PARK SERVICE

### FORT McHENRY NATIONAL MONUMENT AND HISTORIC SHRINE

2400 E. Fort Ave. BALTIMORE, MARYLAND 21230-5393  
(410)962-4290 ext 243 fax (410)962-2500

[www.nps.gov/fomc](http://www.nps.gov/fomc)

IN REPLY REFER TO:

#### APPLICATION FOR WAIVER OF FEES FOR EDUCATIONAL STUDY

\_\_\_\_\_ Contact name

Please Print All Information Clearly

\_\_\_\_\_ School name in full

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/ZIP

\_\_\_\_\_ Name of Tour Agency if applicable

Date of Scheduled Visit \_\_\_\_\_ Time of Arrival \_\_\_\_\_

Number of students in group \_\_\_\_\_ Number of teachers and chaperones \_\_\_\_\_

*If this waiver is approved, you will be allowed one free adult for each student. Any adults brought outside of the approved number will be charged the regular adult entrance fee.*

I understand that I must apply for the entrance fees to be waived. This trip is sanctioned by the school as an official school outing or field trip for educational purposes, and all students will constantly be under the direction of school personnel.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Title)

\_\_\_\_\_ / \_\_\_\_\_ (Telephone number) (Cell phone number) (E-mail address)

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**NOTE: THE APPLICANT IS RESPONSIBLE FOR MAKING SURE THE WAIVER APPLICATION IS POSTMARKED AT LEAST 3 WEEKS PRIOR TO THE SCHEDULED VISIT (OR PRIOR TO 2 WEEKS IF FAXED).** When approved, this form will be returned to you. If you have not received this form at least one week before your visit, please contact us immediately at the number listed above.

Please check in at the Visitor Center desk upon arrival. Revised 4/05  
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REQUEST FOR FEE WAIVER: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Reason for Denial \_\_\_\_\_

NATIONAL PARK SERVICE APPROVAL (THIS FORM MUST BE SIGNED TO BE VALID)

\_\_\_\_\_ Signature \_\_\_\_\_ (Date) FEE WAIVER COORDINATOR (Title)