

## **National Park Service EDUCATIONAL FEE WAIVER CRITERIA for APPLICANTS**

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National Park Service (NPS) regulations allow school groups and other *bona fide* national and international educational institutions to obtain a waiver for park entrance fees, provided that the visit is for educational or scientific purposes, and the resources or facilities the group proposes to use support those purposes.

Educational fee waivers are not granted automatically. Applicant groups must show they qualify for the waiver. There are three criteria the group must meet to qualify for an educational fee waiver: eligibility, educational purpose, and relevance of park resources or facilities. These criteria are detailed below:

### **EDUCATIONAL FEE WAIVER CRITERIA**

#### **1. Eligibility**

Applicants must prove they are a *bona fide* educational or scientific institution by submitting 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 a *bona fide* educational institution, confirming that the group is visiting for the purpose of providing transferable educational credit based on a curriculum; or
- A statement of accreditation, or recognition as an educational institution, from a qualified national, regional, state, or local authority at the applicant's location.

#### **2. Educational Purpose of the Visit**

- 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.

#### **3. Relevance of Park Resources or Facilities**

Applicants must provide a written statement 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.

## HOW TO APPLY FOR AN EDUCATIONAL FEE WAIVER AT A NATIONAL PARK

*If you meet criteria above, submit the following to the park **2 to 3 weeks in advance of the anticipated visit:***

1. A cover letter explaining what the educational purpose is and how it is related to park resources. (A general statement that the visit is for “educational purposes” is insufficient.) Include course outlines, lesson plans, or a copy of the curriculum. If your group is chartering the services of a commercial bus company, the school/educational group must apply for the fee waiver, not the commercial tour / bus company, and must state how the tour supports the curriculum. See Criteria #2, Educational Purpose of Visit, above.
2. Current, official documentation from by a Federal, State or local government entity that recognizes your group as an educational institution. Or submit an accreditation letter or other evidence attesting to educational status. It is insufficient to merely state or imply this on the organization’s letterhead. Your fee waiver request will not be processed without one of these documents submitted with the application. See Criteria #1 above.
3. State the course number, description and/or a copy of the catalog description for college courses or an outline of student work required for K-12. The applicant must be providing educational credit hours based on a specific course of instruction to group participants.
4. State the name and correspondence address of the institution; contact name(s) with telephone number(s) and email address; date and approximate time of arrival and departure; number of vehicles; entrance through which vehicle(s) will enter the park; number of students; number of chaperones, including faculty (see limits below).

Number of Chaperones allowed free entry under educational fee waiver:

**1-10 College students - 1 Chaperone**

**1-6 High School students – 1 Chaperone**

**1-4 Elementary students – 1 Chaperone**

5. State in your letter that you understand that the Code of Federal Regulations allows fee waivers only for educational and/or scientific institutions that are using the park for educational purposes and you certify that the trip outlined above meets these requirements and request that fees be waived. Also, state that you understand that each vehicle in the group must present an approved copy of this fee waiver at the park’s entrance station and if your group needs to cancel the waiver request you will call the park contact name below before the group’s planned arrival date.

Mail all documentation detailed in the “How to Apply for an Educational Fee Waiver section above to:

Canaveral National Seashore  
212 S. Washington Avenue  
Titusville, Florida 32796

Please be aware...

- FEE WAIVERS WILL NOT BE ISSUED ON THE SPOT AT ENTRANCE STATIONS. REFUNDS FOR ANY FEES PAID WILL NOT BE GRANTED.
- Educational fee waivers do not include waiving camping or other activity fees.
- Educational fee waivers are not granted solely or partially on distance to their facilities and/or economic justification.
- Organizations that are generally considered service, civic or fraternal, e.g. Scouting, Rotary, Elks, etc. do not qualify for the education fee waiver unless the group meets the applicable criteria above.
- “Blanket” educational fee waivers for all national parks will not be issued or accepted. Groups must submit separate requests to individual parks for approval.

If your request is approved, you will receive a park educational fee waiver document. Each vehicle must present a copy of the approved fee waiver upon entry at the park entrance station. Fees will not be waived for vehicles that do not have a copy of the waiver.

If your request is denied, you will receive a letter from the park explaining why your group does not qualify.