

Request for Waiver of Teaching Zoo and/or Planetarium Entry Fees

Use of this form and provision of the required documentation is required. Forms must be filed with the Office of the Provost **AT LEAST 10 WORKING DAYS PRIOR** to the planned activity. Forms received late or without the required supporting documents will be returned.

Organization Information

Name:

Name of Contact:

Email:

Mailing Address:

Telephone:

Fax:

Trip Information

Purpose:

Date:

Number of Visitors:

Select all that apply to your group

- Group comprised of mentally or physically disabled persons and their attendants brought by a nonprofit organization recognized by the IRS under 26 USC 501(c)(1) or (3) whose primary purpose is the improvement of the health or education of these persons. Include proof of nonprofit by attaching a copy of the organization's charter and of the purpose by attaching the mission.
- Group comprised of PK-12 public school children on an authorized school activity as documented by a School District Administrator when the school exceeds the county's "free and reduced lunch" (FRL) eligibility by at least 25%. Include proof of FRL rate as calculated by the School Board Office.
- Group comprised of PK-12 home-based or private school children on an authorized school activity as documented by an identifiable administrator when the education provider can document student hardship. Include appropriate proof of inability to pay (e.g., food stamp eligibility of participating students).
- Group comprised of conference attendees or distinguished visitors hosted by Santa Fe College. This is deemed as an opportunity to showcase the facility and in no way compromises or hinders the everyday operation of the program.

Applicant Signature:

Date:

Please return this form by email to Zoo Staff (zoo@sfccollege.edu)

Forms MUST BE RECEIVED at least **TEN (10) days prior to tour.**

OFFICE OF THE PROVOST

- Group **meets** requirements for waiver.
- Group **does not meet** requirements for waiver.

Signature: _____