



## School Programs Fee Waiver Request Form for Title I Public Schools

*Instructions:* This form must be signed by the organizing teacher (the person whose name is on the original confirmation and invoice) and the school principal and returned to the National Building Museum by mail (Attn: School Programs, 401 F St. NW, Washington, DC 20001), fax (202-376-3564), or email **two weeks after receipt of form**. One form must be filled out for each new reservation (not each new program). If you have questions, please contact the Museum at 202-272-2448 or at [youthgroups@nbm.org](mailto:youthgroups@nbm.org). After the Museum receives this form, the organizing teacher will receive an email confirming that your fees have been waived.

Today's Date _____	School Name _____
Reservation Number _____	Program Name(s) _____
Program Date(s) _____	Program Time(s) _____

**Please check to verify that the following four conditions are true:**

- Our school is a Title I Public School.
- Our school will arrange for **transportation** for our students to attend the Museum trip.
- On the program date, school is **in session** and field trips are permitted. This trip will not interfere with test preparation or testing.
- We have read and understand the Museum's **cancellation policy** (below).

### Cancellation Policy

**THREE WEEKS NOTICE REQUIRED:** If you need to cancel or reschedule a Museum program, send an email to [youthgroups@nbm.org](mailto:youthgroups@nbm.org) as soon as possible, but no later than three weeks prior to the program date. If a school approved for free programs cancels later than three weeks before the program date, the school will be ineligible to book any new programs or attend any other already scheduled programs at the Museum for the remainder of the current school year. To become re-eligible for programs during the affected school year, schools may opt to pay for the programs that were cancelled.

If a school's administration cancels a field trip less than three weeks before the scheduled trip due to a change in school policy, a letter from the principal indicating the change in policy will be required to reschedule the cancelled program. If a school cancels field trips due to inclement weather or to an unexpected change in the Homeland Security Threat system, the Museum will reschedule the program at no additional charge or provide a full refund.

We have read and understand the above requirements and request that the National Building Museum waive the fees for our school programs.

\_\_\_\_\_  
Organizing Teacher's Name (Printed)

\_\_\_\_\_  
Principal's Name (Printed)

\_\_\_\_\_  
Organizing Teacher's Signature

\_\_\_\_\_  
Principal's Signature