**Eastern State Penitentiary Transportation Reimbursement Scholarship**

Eastern State Penitentiary offers scholarships to reimburse the cost of transportation (up to $200) for qualifying schools. Scholarships will be awarded on a first-come, first-served basis through December 2017. Because funding is limited, we encourage you to apply early. **Scholarships will only cover bus or Southeastern Pennsylvania Transportation Authority (SEPTA) transportation cost.** Guided tours and admission for Philadelphia public and charter schools are always **free.**

**Eligibility Guidelines:**

* 51% of the student population must qualify for free or reduced-price lunches through the National School Lunch Program.
* Schools within the Philadelphia School District are given priority.

**Reimbursement Guidelines:**

* Eastern State Penitentiary will reimburse your school by check. Eastern State Penitentiary will not pay the bus company or SEPTA directly.
* Your school must handle all transportation logistics. These logistics include:
	+ **For Buses:** contacting a bus company, scheduling a bus, and/or communicating to the bus company the pick-up and drop-off times and locations.
	+ **For SEPTA:** planning route, deciding mode of transportation, and token/ticket purchasing. For more information regarding SEPTA, visit <http://www.septa.org/>.
* In order for your school to be reimbursed, a copy of the paid in full bus invoice or SEPTA token receipt must be presented upon arrival or received by **December 31, 2017**.
* If the school cancels the field trip and fails to cancel the transportation arrangement, the school will be responsible for any transportation cancellation fees/penalties or the cost of the transportation.

**How to Apply:**

* After booking your trip, complete the attached **Transportation Reimbursement Scholarship Application**. The school principal and the participating teacher must sign the application.
* Applications must be received at least **2 weeks prior** to the scheduled visit. Failure to submit the application in advance will disqualify the school from participating in the program.
* Eastern State Penitentiary will notify your school before your visit if the scholarship has been approved.
* Please email the completed application to Samantha Hunter at sh@easternstate.org. You may also mail applications to:

Eastern State Penitentiary

Attn: Transportation Scholarship

2027 Fairmount Avenue

Philadelphia, PA 19130

**If you have questions** please contact Samantha Hunter (Specialist, Education) at 215-236-5111 x220 or by email at sh@easternstate.org.

**To book your trip** please contact our Group Tour Department at 215-236-5111 x240, x210 or by email at grouptours@easternstate.org.

**Transportation Reimbursement Scholarship Application**

**Eastern State Penitentiary**

***This application cannot be accepted without a confirmed field trip date. If you have not booked your trip, please contact our Group Tour Department at 215-236-5111 x210 or by email at grouptours@easternstate.org***

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmed Trip Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Mailing Address (where reimbursement should be sent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name on Reimbursement Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount to be Reimbursed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students Attending: \_\_\_\_\_\_\_\_\_\_ Adults: \_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_

Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of students at your school that qualify for free or reduced price lunches: \_\_\_\_\_\_\_\_\_

Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Email completed applications to Samantha Hunter (Specialist, Education): sh@easternstate.org**

**Or mail applications to:**

**Eastern State Penitentiary**

**Attn: Transportation Reimbursement Scholarship**

**2027 Fairmount Avenue**

**Philadelphia, PA 19130**