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## Academic Fee Waiver Application Devils Tower National Monument

Review instructions and requirements (p. 2) before submitting this form. Failure to submit required documentation may result in a denial of fee waiver. Applications should be submitted a minimum of 2 weeks prior to your trip. For questions or information, contact the Fee Program Manager using the phone or e-mail at the top of this form.

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Name of Institution:

Mailing Address:

Group Leader Name and Title:

Contact Phone Number (while on site):  Alternate Phone:

Number of Students:  Number of Staff & Chaperons:  Number of Vehicles:

Date of Arrival:  Date of Departure:

Description of Class (grade level, subject matter, course title, etc.):

Educational Purpose of Trip (what aspects of the park will you be studying):

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I 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. I hereby certify that the above detailed trip meets these requirements and therefore request that fees be waived. I have attached current official documentation of recognition of affiliation as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status (e.g. accreditation letter, educational tax exempt letter).

Group Leader Signature:

Email or Additional Contact Information:

# Academic Fee Waiver Application Instructions

If you are planning a trip to Devils Tower National Monument for educational or scientific reasons, you may be eligible for a fee waiver. Please fill out this form (p. 1) in entirety. Applications must be submitted at least 2 weeks prior to your visit.

If you have scheduled a ranger-led education program, you do not need to fill out this form. If you are interested in one of these programs, you may contact the Chief of Interpretation at 307.467.5283 x224, or visit the park website: [www.nps.gov/deto/learn/education](http://www.nps.gov/deto/learn/education).

Only bona fide educational or scientific institutions are eligible for a fee waiver. You must submit documentation as proof of your institution's status. Your application must include the following:

1. Current, official documentation of recognition as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status is attached (e.g. accreditation letter or an educational tax exempt letter). Your fee waiver WILL NOT be processed without this documentation.
2. Statement that demonstrates a direct relationship between your visit and park resources. This must be specific to an aspect or resource at Devils Tower National Monument. General statements such as "educational purposes" are insufficient. Explain the educational purpose of your trip and how it is related to park resources. You are encouraged to include course curriculum, outlines or lesson plans to assist with this explanation.
3. The course number, description and/or title; or the grade level of your group and subject(s) being studied. Demonstrate that group participants are receiving educational credit hours on a specific course of instruction.

## Number of Chaperons Permitted by Fee Waiver:

- Per 20 college students - 1 chaperon (maximum)
- Per 10 high school students - 1 chaperon (maximum)
- Per 5 elementary/middle school students - 1 chaperon (maximum)

## Fee Waiver Limitations:

- Fee waivers will not be given at the park entrance
- Refunds will not be granted
- Fee waivers ONLY apply to entrance fees, not camping or any other fee
- Service, civic, fraternal or similar organizations (e.g. scouts, rotary, elks, religious) do not qualify for academic fee waivers unless the above criteria are met

## Submitting Applications and Presenting Fee Waivers:

You can submit your applications:

- By e-mail (preferred): [DETO\\_Fee\\_Office@nps.gov](mailto:DETO_Fee_Office@nps.gov)
- By mail: PO Box 10, Devils Tower, WY 82714; attn: Fee Program Manager
- By fax: 307.467.5350

If your application is approved, each vehicle must present a copy of the signed fee waiver at the park entrance station.