



EDUCATIONAL FEE WAIVER

Name of Institution _____

Mailing Address _____

Official in charge of group _____

On-site Contact and Cell Phone Number _____

Number of Students _____ Number of Faculty/Chaperons _____ Number of Vehicles _____

Date of Arrival _____ Date of Departure _____

1. **REQUIRED:** Course Title, Catalog Number, and Description or Grade Level and Subject Matter

2. **REQUIRED:** Explain the educational purpose of the trip. What aspect/resource of the park is to be studied:

3. 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. 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 is attached (e.g. *accreditation letter, educational tax exempt letter*).

Signature of official In Charge of Group

Telephone

Title

Email

Teachers may request a ranger led program by contacting the Chief of Interpretation and Education at 307-467-5283 X 224.

Please submit application no later than two weeks prior to arriving.

Please review instructions for detailed specifics and requirements in completing this form prior to sending request. YOU MUST INCLUDE YOUR **ACCREDITATION LETTER OR TAX EXEMPT LETTER** IN ADDITION TO THE FEE WAIVER REQUEST FORM. PACKAGES SUBMITTED WITHOUT ALL REQUIRED DOCUMENTATION WILL BE DELAYED UNTIL RECEIVED. PLEASE SEE FEE WAIVER INSTRUCTIONS FORM FOR DETAILS. If you have any questions about this application, or would like any additional information please contact the Fee Manager at 307-467-5283 X 741, or email at DETO_Fee_Office@nps.gov

Educational Fee Waiver Application Instructions

The following information has been taken directly from National Park Service Regulations (NPS-22). This is the guideline to be followed in granting education fee waivers. Bona fide educational or scientific institutions may qualify if the following conditions are met. Please Read Carefully. **Your Application package must contain all of 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). It is insufficient to merely state or imply this on official letterhead. Your fee waiver WILL NOT be processed without one of these documents submitted with the application.**
- 2. There must be a direct relationship between the visit purpose and the use of the Park. The visit must be to study some aspect/resource specific to Devils Tower. A general statement to the effect that the visit is for “educational purposes” is insufficient by itself. An explanation of what the educational purpose entails and how is related to Park resources is required. (Course outlines, lesson plans, or a copy of the curriculum meet this requirement.)**
- 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.**

Number of Chaperones allowed under fee waiver criteria:

20 College students - 1 Chaperone
12 High School students – 1 Chaperone
5 Elementary students – 1 Chaperone

Applications must be received 2 weeks in advance of the anticipated visit.

FEE WAIVERS WILL NOT BE GIVEN AT THE ENTRANCE STATIONS.

REFUNDS WILL NOT BE GRANTED.

If the application is approved, the group’s official will receive a copy of the application with an approval signature--**Each vehicle must present a copy of the approved fee waiver at the park entrance station. Fees will not be waived for vehicles that do not have a copy of the waiver.**

Fee waivers do not include camping fees.

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 they meet the above applicable criteria.

You can either mail, email or fax application to:

Devils Tower National Monument

P.O. Box 10 Devils Tower, Wyoming, 82714 Attention: Fee Program Manager
FAX to: 307-467-5350 OR Email to: DETO_Fee_Office@nps.gov
Telephone: (307) 467-5283 ext. 741

EXPERIENCE YOUR AMERICA™ *The National Park Service cares for special places saved by the American people so that all may experience our heritage.*