National Park Service
U.S. Department of the Interior

Fort Laramie
National Historic Site

965 Gray Rocks Road
Fort Laramie, WY 82212
(307) 837-2221 phone

Academic Fee Waiver

Requirements and Application Instructions

National Park Service regulations allow school groups and other approved national and international academic institutions to obtain a waiver of park entrance fees, provided the visit is for educational or scientific purposes, and the resources or facilities that the group intends to use support those purposes.

Academic fee waivers are not granted automatically. Applicant groups must demonstrate that they qualify for the waiver. There are three requirements that the group must meet to qualify for an academic fee waiver: eligibility, educational purpose, and relevancy of park resources or facilities.

Eligibility

Applicants must prove they are an academic or scientific institution by presenting one of the following types of documentation:

- A statement confirming educational or scientific tax exemption from the IRS or the applicant's national, state, or local tax authority; or
- A statement from an academic institution that meets one of these eligibility standards confirming that the group is visiting for the purpose of providing transferable academic credit based on a curriculum; or,
- A statement confirming accreditation or recognition as an educational institution from a qualified national, regional, state, or local authority.

Your fee waiver request cannot be processed without submission of this documentation.

Educational Purpose

Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. If the group is on a commercial tour, the applicant must state how the tour supports the curriculum.

Relevance of Park Resources

Applicants must provide a written explanation identifying the park resources and/or facilities that will be used to support the educational purpose of the visit, and how they are relevant to that purpose.

Application Procedures

To apply for an academic fee waiver, complete the attached application and include the following:

Attach current official documentation of recognition as an academic institution by a federal, state, or local government entity, or other evidence attesting to educational status (e.g., accreditation letter, tax exemption status).

The request must contain a written statement confirming a direct relationship between the purpose of the visit and the use of the park. The visit must include the study of some aspect or resource specific to the park. A general statement to the effect that the visit is for "academic" or "educational purposes" is, by itself, insufficient. An explanation of what the educational purpose entails and how it is related to park resources is required (e.g., course outlines, lesson plans, copy of the curriculum).

A written statement confirming that the visit supports a specific curriculum for which academic credit is offered. Documentation such as a copy of the school's course catalog or handbook will satisfy this requirement.

Submit your application package at least two weeks prior to your visit. Applications that are incomplete may be denied. Please submit the application by mail, email or FAX to:

Fort Laramie
National Historic Site
Attn: Gloria Leahy
965 Gray Rocks Road
Fort Laramie, WY 82212
Phone: (307) 837-2221 ext. 3001

Email: Gloria_Leahy@nps.gov
FAX: (307) 837-2120

If the application is approved, a copy of the application with an approval signature will be emailed or faxed to you. **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.**

Entrance station personnel are not authorized to approve fee waivers at the entrance stations.

Additional Information

If the anticipated visit is recreational, you will enter as an "organized non-commercial" group. The following, as outlined in National Park Service Recreation Fee Program, is then in effect:

- Organizations that are generally considered service, civic, or fraternal (e.g., Scouting, Rotary, faith-based organizations, clubs, etc.) do NOT qualify for the academic fee waiver unless they meet the requirements.
- Individuals 15 years of age and younger are exempt from entrance fees.
- Individuals 16 years of age and older are charged the non-private fee of $3.00 per person.
- Federal Recreation Pass holders and their immediate families (i.e., parents, spouse and children) are not required to pay. The pass along with photo identification must be presented at the entrance station.

Fort Laramie National Historic Site
Academic Fee Waiver Request

Name of Institution _____

Mailing Address _____
Street or PO Box City State Zip

Instructor / Leader _____

Phone _____ **Fax** _____ **Email** _____

Arrival Date _____ **Departure Date** _____

Number of Students _____ **Grade(s)** _____ **Number of Faculty/Chaperones** _____

Total Vehicles: Coach/Bus _____ **Mini Bus** _____ **Van** _____ **Auto** _____

Class/Course Title _____

Specific Historic Site Area(s) to be visited _____

- ☐ **Criteria One**: **Eligibility** - Current official recognition as an Educational Institution by a Federal, State, or local government entity, or other documentation attesting to educational status, such as accreditation letter or an educational tax exempt letter. It is insufficient to merely state or imply that you have this recognition. *Your request **cannot** be processed without submission of this documentation.*

- ☐ **Criteria Two**: **Relevance** - There must be a direct relationship between the purpose of the visit and the use of the park. Provide documentation demonstrating why the visit is educational and specific to Fort Laramie National Historic Site. A course outline, lesson plan, or a copy of the course curriculum meets this requirement. To simply state the trip objectives are for "academic purposes" is insufficient. *You must submit an explanation of what the academic purpose entails and how it relates to park resources.*

- ☐ **Criteria Three**: **Academic Purpose** - Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. *Documentation such as the course syllabus or a copy of the school's course catalog or handbook will satisfy this requirement.*

I understand the Code of Federal Regulations allows for fee waivers only for bona fide 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 as an educational or scientific institution is attached.

_____ _____ _____
Applicant Signature **Title** **Date**

National Park Service Approval: (Note: This is only valid with an NPS signature)

_____ _____ _____
NPS Signature **Title** **Date**

This approved fee waiver must be in your possession when arriving at Fort Laramie National Historic Site.

Each vehicle needs to have a copy of the approved waiver otherwise normal entrance fees will be charged.

Groups arriving without an approved fee waiver will be charged the non-private fee of $3.00 per person for individuals 16 years old and older. Refunds will not be granted.