



# United States Department of the Interior

## National Park Service

Theodore Roosevelt National Park

Post Office Box 7

315 Second Avenue

Medora, North Dakota 58645



### Academic Fee Waiver Guidelines

Thank you for your interest and request for information regarding Academic Fee Waivers. Please read the following information carefully. For further assistance contact the Fee Management Office at 701-623-4730 ext 1426.

The Federal Lands Recreation Enhancement Act (FLREA), Public Law 108-447, provides the National Park Service statutory authority to allow “outings conducted for non-commercial educational purposes by schools or *bona fide* academic institutions” to obtain a waiver of park entrance fees. Commercial enterprises are not eligible for fee waivers, but school groups using a commercial vehicle for transportation *only* may apply for a fee waiver.

#### Fee Waiver Qualification Standards:

Academic Fee Waivers (formally Educational Fee Waivers) are not granted automatically. Applicant groups must submit an application and meet certain criteria for before the request is approved.

In order to be granted an Academic Fee Waiver, the institution must meet the following criteria.

#### Please read carefully.

- 1. Eligibility:** National or international applicants must prove they are a school or *bona fide* academic institution by submitting 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 a *bona fide* academic institution on letter head, confirming that the group is visiting for the purpose of providing transferable academic credit based on a curriculum; **or**
  - A statement of accreditation or recognition as an educational institution from a legitimate international, national, regional, state, or local authority for the applicant’s location.
- 2. Educational Purpose of the Visit**
  - Applicants must provide a written statement verifying that the visit supports a specific curriculum for which academic credit is awarded. Lesson plans, a course syllabus, or a copy of the school’s course catalog or handbook will satisfy this requirement.
- 3. Relevance of Park Resources or Facilities**
  - **To simply state the trip objectives are for “educational purposes” is insufficient.** There must be a direct relationship between the purpose of the visit and the use of the park and resources. Applicants must provide a written statement 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. A course outline, lesson plan, or copy of the course curriculum meets this requirement.

### Submission of Applications:

1. Applications for fee waivers must be received by the Fee Management Office at least three weeks in advance of the anticipated visit.
2. Applicants that are incomplete or do not meet required criteria may be denied.

Please mail, email, or fax applications and all required documentation to:

Theodore Roosevelt National Park  
Fee Management Office  
P.O. Box 7  
Medora, ND 58645  
Fax 701-623-4840  
[thro\\_fees\\_reservations@nps.gov](mailto:thro_fees_reservations@nps.gov)

### Additional Information:

- **Entrance station personnel are not authorized to grant fee waivers at time of arrival.**
  - Groups arriving without an approved fee waiver will be charged an entrance fee based on the fee schedule established for the type of group entering the park.
- When a planned visit is recreational, you enter as an “organized non-commercial” group.
- Service, civic, and fraternal organizations e.g. Scouting, Rotary, Elks, etc. do NOT qualify for an Academic Fee Waiver, unless they meet the Fee Waiver Qualification Standards listed above.
- As they are already exempt, *bona fide* educational groups of children under 16 years of age do not need a fee waiver, however a waiver is required for the free entry of adults accompanying the students. A reasonable number of chaperones, drivers, and teachers will be admitted free to accompany the students.
- Pursuant to the FLREA, **academic fee waivers are granted only for entrance fees and do not apply to Expanded Amenity or camping fees.**
  - Group camping reservations may be made for the campgrounds by calling 701-623-4466 for the South Unit and 701-842-2333 for the North Unit. All other campsites are on a first come first served basis.



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## Request for Academic Fee Waiver

Please complete this application and e-mail, mail or fax with all required documentation at least three weeks prior to your arrival to **(e-mailing your request will ensure a prompt response)**:

E-Mail  
Fee Manager  
[thro\\_fees\\_reservations@nps.gov](mailto:thro_fees_reservations@nps.gov)

Theodore Roosevelt National Park  
Fee Management Office  
P.O. Box 7  
Medora, ND 58645  
Fax 701-623-4840  
701-623-4730 ext 1426

*Please save the document (if you are e-mailing) with the name of your institution.*

Name of Institution

Address

City

State

Zip

Purpose of visit

Class/Course Title

Arrival Date

Name of person in charge

Departure Date

Phone Number

Number of Students

Number of Vehicles

E-Mail

Number of Faculty/Chaperones

Type of Vehicles

**By submitting this request, I have read the Theodore Roosevelt National Park Academic Fee Waiver Request Guidelines and certify that information provided in this application, and required documentation, meets all criteria established for Academic Fee Waivers as set forth within the Federal Lands Recreation Enhancement Act, Public Law 108-447 and National Park Service Fee Program Policy.**

**I understand that upon approval an Academic Fee Waiver will be issued and is required to be in the possession of each vehicle when arriving at Theodore Roosevelt National Park. Groups arriving without an authorized fee waiver will be charged an entrance fee based on the fee schedule established for the type of group entering the park. Fee waivers do not include expanded amenity or camping fees.**

**Initial here if submitting via e-mail:**

Signature

Date