

# **Tool Policy and Purchasing Procedures**

Auto Collision Repair Technology  
2026 – 2027

*Rev. 04/17/sm/pr*

WITCC 2026-27 Auto Collision Repair Technology Tool Policy

## Introduction

The information in this booklet is intended to inform students of their tool purchase options, tool requirements, and of the procedures for purchasing the required tools for the Auto Collision Repair Technology program.

On the last page of this booklet is a Tool Agreement form that must be completed and left with Student Services on the day of registration.

This booklet will help Auto Collision students with the following choices:

1. Purchase tools from an approved vendor through the College using financial aid.
2. Purchase tools on my own using resources other than financial aid.

*Toolsets purchased using student aid funds (federal, state, college grants, or federal or private loans) do not become the property of the student until the student fulfills all conditions relating to eligibility in the semesters for which the aid is awarded. A toolset purchased with student aid funding must remain in the program area of study until after the semester in which the toolset was purchased. The toolset will not be released until financial aid for the semester is finalized, after final grades, and after the student has satisfied all financial obligations to the college.*

The program onboarding advisor is:

Fran DeJong

712-274-6460

fran.dejong@witcc.edu



**The following payment options are available:**

- Cash, check, money order, credit/debit card
- Financial aid
- Third-party loans (personal)

**Paying with cash, check, money order, credit/debit card**

Prior to the first day of classes, the student is required to remit full payment for the toolset and also must have payment, or payment arrangements, in place to cover the cost of tuition, fees, books, and other required educational expenses for the semester.

**Paying with financial aid**

Using federal financial aid for toolsets and other college expenses is a common practice. It is very important to complete a FASFA on the day you register for classes as it can take 3-6 weeks for processing.

**Financial Aid approval must be complete before a student will receive a toolset through the college.** Students requesting Direct Loans through the U.S. Department of Education must complete the required Entrance Counseling, Loan Request Form, and Master Promissory Note (MPN).

**Direct student or parent loan applications may take up to six (6) weeks to be finalized. Loan applications should be submitted as early as possible to allow enough time to process.**

Finalized loans will be considered as a credit until the disbursement of funds to the College occurs. Student loans are not disbursed until at least 30 days after the start of the semester. Student loans are not disbursed if the student fails to remain eligible for the loan. In any event, the student is obligated to pay for the tools received. Approved PLUS loans are not governed by the 30-day disbursement rule and are disbursed shortly after approval. Contact Financial Aid for more information at 712-274-6402.

**Paying with Third-Party Loans**

Third-party loans are private loans and not part of the U.S. Department of Education's loan program. The loans require a specific loan application and the student should check with local banks, the tool vendor, or other lenders for the lowest cost of financing. If loan proceeds are sent to the College, the student can use a third-party loan to purchase tools through the College.

Third-party loans are not governed by the 30-day disbursement rule and are disbursed shortly after approval.

Toolsets purchased using student aid funds (federal/state grants or federal/private loans) do not become the property of the student until the student fulfills all conditions relating to the eligibility for the semester for which the aid is awarded. All toolsets purchased with financial aid must remain in the program area of study until after the semester. Toolsets will not be released until aid for the semester is finalized, grades are entered, and the student has satisfied all financial obligations to the College.

- In the 2026–2027 academic year, all Auto Collision Technology students must purchase tool sets from an approved vendor if the student is using federal financial aid and purchasing their tools through the College.
- If the student desires to purchase from an alternative vendor, payment should be made using personal funds. The College will no longer issue “purchase orders” to students for tool purchases through other vendors.
- Partial toolsets must be purchased directly through a vendor. The college will not purchase partial toolsets.

## Auto Collision Repair Technology

### Required Tools List

All students are required to have their toolset **prior to the beginning of the semester.**  
Below is a list of approved tools for classroom and lab work.

WITCC does not recommend a particular vendor; the College only suggests that you purchase professional-quality tools. For more information, please feel free to contact:

- ☐ Tim Hardyk
712-317-3410
[tim.hardyk@witcc.edu](mailto:tim.hardyk@witcc.edu)
- ☐ Kyle Lesline
712-317-3186
[kyle.lesline@witcc.edu](mailto:kyle.lesline@witcc.edu)

#### Cost of Tools \$6,700.00 Estimated Cost

| Part Number | Description  | Qty | Part Number  | Description                    | Qty |
|-------------|--|-----|--------------|--------------------------------|-----|
| KRA4107FPBO | 7 Drawer RC RED (H 39"xW40"xD 20")<br><i>(no larger size toolbox allowed in lab)</i> | 1   |              |                                |     |
| GLASS31BK   | BLK SFTY GLS   | 1   | STK20015     | SEAM BUSTER CHISEL             | 1   |
| OEX707B     | 7pc 12pt COMWRSET  | 1   | DB121C       | HSS DRILL SET 21pc             | 1   |
| OEXM710B    | 10pc 12pt MET COMWRESET  | 1   | DURAF44A     | AF 4400 4401 4402 4404 4405X2  | 1   |
| TMU8B       | 1/4DR Univesal Joint 1-1/8in   | 1   | PTGR110      | MINI ANGLE DIE GRINDER         | 1   |
| 106BTMX     | 1/4dr KNR EXT set (1-1/4-11in)   | 1   | BC4SG        | HD 4LB CR/PEEN FBRGL HM        | 1   |
| 120STTM     | 1/4dr 20pc 6pt SHL/DP SKTSET   | 1   | CTR814DB     | 14.4 V 1/4 RATCHET DB          | 1   |
| 124STTMM    | 1/4dr 24pc 6pt SHL/DP SKTSET   | 1   | MTN647K      | SET BODY / FEND REPAIR WD 7PC  | 1   |
| THLF72      | 1/4DR 72T LNG S/G Flx Rat Red  | 1   | VSG11R       | WISE-GRIP LOCK C-CLAMP 11R     | 1   |
| FU8A        | 3/8D UNIV JNT FRC Ball 2-1/16  | 1   | VSG5WR       | 5WR 5IN CURVRD JAW PLIERS      | 1   |
| 206AFX      | 6PC 3/8DR FRIC BLL EXT SET   | 1   | VSG1402L3    | 6IN LONG NOSE LOCKING PLIERS   | 1   |
| 222SFFS     | 3/8dr 22pc 6pt SHL/DP SKTSET   | 1   | ASG103BR     | 3PC TRIM PAD TOOL SET          | 1   |
| 224SFFSM    | 3/8DR 24pc 6pt SHL/DP SKTSET   | 1   | MTN1111      | MEDIUM SH CURVED PICK          | 1   |
| FHLF80A     | 3/8dr 80T LNG S/G Flx Rat Red  | 1   | MMM05540     | SGL 3IN ROLOC PAD              | 1   |
| UTK100      | RTRC UTIL KNF  | 1   | AT411A       | 6 IN DUAL ACTION SANDER        | 1   |
| STL66118    | STYLUS PRO LED PEN LIGHT   | 1   | YA4606       | A-Dark Helm W/Grnd/Wide VW/LNS | 1   |
| GAJ12A      | 12IN ADJ WR  | 1   | YA427B       | WLD GLVS                       | 1   |
| TPMB25EM    | 25ft Tape Measure SAE/METRIC   | 1   | BPN32C       | BPEEN 32OZ FBRGL HM            | 1   |
| EECT30H     | 12V Classic Bulb Circuittester   | 1   | PRVERP076251 | 1/4HIFL NIPPLEX1/4M NPT        | 6   |
| PGP120      | Pencil Gauge 120psi 1PERCENT   | 1   | CDR861DB     | 14.4V 3/8 LI DRL-DB RED        | 1   |
| GA356B      | Dual Foot Budd Chuck Closed  | 1   | CTB8174      | 14.4v 2.5 Ahr BATTERY BLACK    | 1   |
| PBN500      | 5PC NON/MAR PRYBR SET  | 1   | BLPT1255     | 1/2DR T55 TORX SKT DR          | 1   |
| PL400B      | PLIER SET  | 1   | BLPT1410     | 1/4DR T10 TORX SKT DR          | 1   |
| SGDMRC44B   | RAT S/GR STD RED SD  | 1   | BLPT1415     | 1/4DR T15 TORX SKT DR          | 1   |
| SGDMRC4-TM4 | 1/4IN SQ DR SHNK   | 1   | BLPT1420     | 1/4DR T20 TORX SKT DR          | 1   |
| BHS13A      | 13PC L/SHP BHX WRSET   | 1   | BLPT1425     | 1/4DR T25 TORX SKT DR          | 1   |
| BHM9A       | 9PC L/SHP MET BHX WRSET  | 1   | BLPT1427     | 1/4DR T27 TORX SKT DR          | 1   |
| SGASA204CR  | MINI PICK SET 4PC RED  | 1   | BLPT1430     | 1/4DR T30 TORX SKT DR          | 1   |
| SGLASA204CR | LONG MINI PICK SET, 4PC RED  | 1   | BLPT148      | 1/4DR T8 TORX BIT DR           | 1   |
| VSG10WR     | 10WR 10in Curved Jaw Pliers  | 1   | BLPT149      | 1/4DR T9 TORX BIT DR           | 1   |
| VSG7WR      | 7WR 7IN CURVED JAW PLIERS  | 1   | BLPT3840     | 3/8DR T40 TORX SKT DR          | 1   |
| PWCS9ACF    | 9IN STRIP/CUTTER/CRIMP   | 1   | BLPT3845     | 3/8DR T45 TORX SKT DR          | 1   |
| YA1050B     | BLOW GUN   | 1   | BLPT3850     | 3/8DR T50 TORX SKT DR          | 1   |
| HBBD16      | Dead/Blw 16oz BPEEN Sft/Gr Hm  | 1   | MTSS3810     | 3/8in DRV NEON BLU SHAL ORGG   | 1   |
| YA4010      | RUBBER TIP   | 1   | SGDX120BR    | SCR DR SET 12pc COMBO RED      | 1   |
| MTN170FG    | DOOR SKIN HAMMER   | 1   | SGDX40BR     | 4pc Combo Mini S/GR RED SD SET | 1   |
| YA7341      | CLEANING TL  | 1   | CTQ838K2     | 14.4V 1/4 QC Impact Wrench Kit | 1   |

**Western Iowa Tech Community College**  
**2026-27 Tool Purchase Agreement**

All students are responsible to have an official toolset for the Auto Collision Repair Technology program. Toolsets that are purchased using Financial Aid do not become the property of the student until all conditions have been met relating to eligibility for the semesters in which the aid is awarded. All toolsets purchased with student financial aid must remain in the Auto Collision Repair Technology facility until after the final semester. The toolset will not be released to the student until all financial obligations have been satisfied.

Please complete the following form and return it to:

**Western Iowa Tech Community College**  
**Attn: Fran DeJong – Academic Advisor**  
**Career and Technical Education**  
**P.O. Box 5199**  
**Sioux City, Iowa 51102-5199**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

**Auto Collision Repair Technology**

**Check your purchase/financing option.**

- Purchase from the College (Snap-On Sets Only):
  - Personal Funds- Students may pay with cash, check, or credit card at the cashier in **Student Financial Services**, Robert H. Kiser Building, Entrance #1, Office A300.
  - Plan to purchase a complete toolset from the College using **financial aid funds**.
- Purchase outside the College (From Any Tool Vendor)
  - Student must pay out of pocket using personal funds or arrange financing with vendor or financial institution.
- Bring complete toolset from home.

**Important Notes:**

- Partial toolsets may be ordered directly through any tool vendor through the use of personal funds only. See Student Financial Services for options.
- Students must have all of the required tools for the program by the first date of classes.

Student's Signature

Date

**Internal Use Only:**

*Distribute copies to: Student, Division Chair, Cashier, Financial Aid (if this payment option is selected).*