

# **Tool Policy and Purchasing Procedures**

for the  
Auto Collision Repair Technology Program  
2023–2024

## **Introduction**

This booklet is intended to inform students of their tool purchase options and of the procedures for purchasing required tools for the Auto Collision Repair Technology programs in the Career and Technical Education Division. On the last page of this booklet is a form that needs to be completed and returned to Student Services (WITCC Student Services, 4647 Stone Ave., Sioux City IA). This booklet will help Auto Collision students with the following choices:

### **Auto Collision Repair Technology Students**

1. Purchasing tools from an approved vendor through the College using financial aid.
2. Purchasing 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 for the semesters for which the aid is awarded. All toolsets purchased with student aid funding must remain in the program area of study until after the semester in which the tools were purchased. The toolset will not be released until aid for the semester is finalized (after final grades) and the student has satisfied all financial obligations to the college.*

# Required Tools Policy

Students at Western Iowa Tech enrolled in courses in the Automotive Collision Repair Technology program must have the required toolset to be eligible to participate in the classroom lab activities.

A student must communicate how they will purchase their tools at the time of registration by completing the Tool Purchase Agreement form (see the last page of this booklet). **A student without the required tools will not be allowed to participate in the program’s courses and therefore will not earn college credit during the semester. Failure to earn academic credit in the course will result in failure of the course.**

*If you have questions, you may contact the program’s instructor.*

## **Auto Collision Repair Technology**

- Tim Hardyk                                    712-274-8733, Ext. 1312                                    tim.hardyk@witcc.edu
- Ben Ricklefs                                    712-274-8733, Ext. 1454                                    ben.ricklefs@witcc.edu

*If you are unable to reach a program instructor, you may also call:*

- Greg Strong                                    712-274-8733, Ext. 1480                                    greg.strong@witcc.edu

*You may call Western Iowa Tech Community College toll free at 1-800-352-4649.*

## Purchasing Tools Through the College

Western Iowa Tech will have a limited number of complete, high-quality, professional toolsets available for immediate delivery for interested students in the Auto Collision Repair Technology program.

For the 2023–2024 academic year, Snap On Tools has been approved by the College to provide toolsets for the **Auto Collision Repair Technology** program if a student is using financial aid:

Note: Students choosing to purchase tools from another vendor, not listed above, must use personal funds or secure personal financing. The student is responsible for completing this direct transaction with the vendor.

The College will not process these orders. Students are encouraged to bring tool sets from home as long as all required tools are included.

<b><u>Program</u></b>	<b><u>Vendor Cost</u></b>
Auto Collision Repair Technology	\$3,583.41 Estimated Cost

**A student interested in purchasing toolsets through the College must submit the (required) Tool Purchase Agreement form is located on the last page of this booklet.**

**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 financial aid for tools, as well as tuition and books, is a common practice and it is very important to initiate this process as soon as possible because it can take 3-6 weeks for financial aid approval.

Prior to the first day of classes, the student is required to have sufficient financial aid finalized and approved to cover tuition, fees, books, required educational expenses, and toolsets.

**The student's financial aid must be finalized and approved prior to receiving the tools.** 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 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 712-274-84733, ext. 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 student aid funding must remain in the program area of study until after the semester. The toolset will not be released until aid for the semester is finalized (after final grades) and the student has satisfied all financial obligations to the College.**

- In the 2022–2023 and 2023–2024 academic years, all Auto Collision Technology students must purchase tool sets from Snap On Tools if the student is using federal financial aid.
- If the student wants to purchase from an alternative vendor, payment would be made using personal funds. The College will no longer issue “purchase orders” to students for tool purchases through other vendors.
- Partial tool sets must be purchased directly through a vendor, the college will not purchase partial tool sets.

## Auto Collision Repair Technology Required Tools List

All students are required to have their own personal toolset **prior to the beginning of the semester.** Below is a list of approved tools to use for classroom/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:

<input type="checkbox"/> Tim Hardyk	712-274-8733, Ext. 1312	tim.hardyk@witcc.edu
<input type="checkbox"/> Ben Ricklefs	712-274-8733, Ext. 1454	ben.ricklefs@witcc.edu

### Cost of Tools \$3,583.41 Estimated Cost

Quantity	Description		
1	26” wide x 20” deep rolling lower tool cabinet with at least 6 full-length drawers		
	<b>1/4” Drive 6 Point Socket Set</b>		
1	72 tooth Ratchet		
1	Universal Joint		
1	SAE Shallow/Deep socket set 3/16” – 9/16” (including magnetic tray)		
1	1 1/2” long extension		
1	Metric Deep Socket Set 6mm through 14mm on rail		
1	Metric Standard Socket Set 6mm through 14mm on rail		
	<b>3/8” Drive 6 Point Socket Set</b>		
1	80 tooth long flex handle ratchet comfort grip		
1	8mm through 19mm shallow sockets on rail		
	<b>Pliers</b> <b>Pliers</b>		
1	Needle Nose		
1	Standard		
1	Adjustable point		
1	Side-cutter		
1	7” Lockings		
	<b>Flat Tip Screwdrivers</b> <b>Phillips Tip Screwdrivers</b>		
1	3/16” x 2 1/2”	1	#1 x 3”
1	1/4” x 1 1/2”	1	#2 x 1 1/2”
1	1/4” x 4”	1	#3 x 6”
1	5/16” x 6”		
1	3/8” x 8”		

**Auto Collision Repair Technology Required Tools List continued from the previous page**

**Additional Hand Tools**

- 1 Inside door panel removing tools (1 V-type, 1 20" long reach v-style)
- 1 Thin body spoon
- 1 5 piece durablock or equivalent variable size foam rubber sanding block set
- 1 2 3/4" x 17 1/2" file board for sanding body filler
- 1 Wide nose cross peen hammer
- 1 Short picking and dinging hammer
- 1 Long picking and dinging hammer
- 1 Toe Dolly
- 1 Heel Dolly
- 1 General Purpose Dolly
- 1 18" Body Pick for massaging dents out
- 1 Combination Wrench Set 10mm thru 19mm 12 point (chrome finish) in plastic tray
- 1 5 piece variable nylon non-marring plastic Pry Bar set
- 1 1 1/2" wide Putty Knife (stiff blade)
- 1 Magnetic Pick-up Tool
- 1 Telescoping little adjustable Mirror
- 1 Utility Knife
- 1 Air Blow Gun with extended nozzle with rubber tip
- 1 1/4" Collet 3" Roloc Pad
- 1 6" dual action Sander
- 1 Small body air-powered composite Angle Grinder with 1/4" collet size with 1.4 CFM air usage
- 1 Auto-darkening Welding Helmet with shade ranging from #9-#13 and 3.81" x 2.40" viewing screen with a Solar/Lithium battery power source
- 1 4 piece 6" Pick Set including Mini Awl, Mini Hook, Mini Pick with 45-degree tip, Mini Pick with 90-degree tip
- 1 Small cordless Impact Driver with 14-volt lithium battery, 1/4" quick change hex chuck, 70 ft-lbs of torque

**Flat Tip Bit**

**Phillips ACR Bit**

- |   |             |   |    |
|---|-------------|---|----|
| 1 | .031 x .187 | 1 | #1 |
| 1 | .035 x .219 | 1 | #2 |
| 1 | .038 x .250 | 1 | #3 |
| 1 | .046 x .312 |   |    |
| 1 | .055 x .375 |   |    |

# Western Iowa Tech Community College

## 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: Division Chair**

**Career and Technical Education**

**P.O. Box 5199**

**Sioux City, Iowa 51102-5199**

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

### **Auto Collision Repair Technology**

#### **Check your purchase/financing option.**

- Plan to purchase a toolset from the College using **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**.
- Plan to purchase a toolset using personal funds and therefore will not require any financial aid to purchase a toolset.

#### **Important Notes:**

- Partial toolsets may be ordered directly through any vendor through the use of personal funds only. Financial Aid funding may not be utilized to purchase partial toolset orders.
- Students must have all of the required tools for the program by the first date of classes.
- Financial Aid may take up to 4-6 weeks for approval, please begin the Financial Aid process early.

Student's Signature

Date

#### **Internal Use Only:**

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