

Tool Policy and Purchasing Procedures

Automotive Technology

2026–2027

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 Automotive 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 Automotive Technology 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:

Nancy McMahon

712-274-6460

nancy.mcmahon@witcc.edu

Required Tools Policy

Students who intend to enroll in the Automotive Technology program **must make** financial arrangements and/or assurances with the WITCC Financial Aid department and with the Student Services advisor before the student will be granted a **secure enrollment spot** in the program.

On the day of registration, a student must communicate how they intend to make the toolset purchase. Complete the Tool Purchase Agreement form located on the last page of this booklet.

IMPORTANT NOTE: The Fall 2026 semester begins on August 24, 2026. Five (5) days before the fall semester begins, any student enrolled in the program who has failed to make payment arrangements for their toolset, **may be disenrolled** from the program.

For questions regarding the type or brand of tools, you may contact a Program Advisor or instructor.

- Shane Sampson 712-317-3165 shane.sampson@witcc.edu
- Dylan Okerbloom 712-317-8725 dylan.okerbloom@witcc.edu

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

- Greg Strong – Division Chair 712-317-3289 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 to interested students in the Automotive Technology program.

For the 2026–2027 academic year, Snap On Tools has been approved by the College to provide tool sets for the Automotive Technology program to students 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, provided that all required tools are included.

<u>Program</u>	<u>Snap-On Tools</u>
Automotive Technology	\$6,400.00 Estimated Price

A student interested in purchasing toolsets through the College must submit the required **Tools Purchase Agreement Form**. (The 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 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 Automotive 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

Automotive Technology Required Tools List

All students are required to have their toolset **prior to the beginning of the semester**. Below is a list of required tools necessary to complete 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:

- ☐ Shane Sampson
712-317-3165
shane.sampson@witcc.edu
- ☐ Dylan Okerbloom
712-317-8725
dylan.okerbloom@witcc.edu

Cost of Tools \$6,400.00 Estimated Cost

Part Number	Description	Qty	Part Number	Description	Qty
KRA4107FPBO	7 Drawer RC RED (H 39"xW40"xD 20") <i>(no larger size toolbox allowed in lab)</i>	1			
GLASS31BK	BLK SFTY GLS	1	GA111D	STETHOSCOPE	1
OEX707B	7pc 12pt COMWRSET	1	THX404	IGN TESTER	1
OEXM710B	10pc 12pt MET COMWRESET	1	JCK8	26 X 36 NON SLIP FENDER COVER	1
TMU8B	1/4DR Univesal Joint 1-1/8in	1	FBBA325	OFFSET 25 BLADE 45 DEG	1
106BTMX	1/4dr KNR EXT set (1-1/4-1 1in)	1	FBST338	STRAIGHT 38 BLADE SET	1
120STTM	1/4dr 20pc 6pt SHL/DP SKTSET	1	TR107A	VALVE CORE TOOL	1
124STTMM	1/4dr 24pc 6pt SHL/DP SKTSET	1	PPC710BK	11PC PNCH/CHSL SET	1
THLF72	1/4DR 72T LNG S/G Flx Rat Red	1	UPT100	10LB MAGNETIC PICK UP TOOL	1
FU8A	3/8D UNIV JNT FRC Ball 2-1/16	1	GA295	MIRROR	1
206AFX	6PC 3/8DR FRIC BLL EXT SET	1	SPBS704AR	4PC STRIKING PRYBAR SET RED	1
222SFFS	3/8dr 22pc 6pt SHL/DP SKTSET	1	SOEXM8	12PT 8MM F/DR+ STD COMWR	1
224SFFSM	3/8DR 24pc 6pt SHL/DP SKTSET	1	YA249	5/16in HX GMBTRY Term Rat BXWR	1
FHLF80A	3/8dr 80T LNG S/G Flx Rat Red	1	FBP2	RAMP GAUGE W/RED HANDLE	1
BLPT1255	1/2dr T55 TORX SKT DR	1	S9704KR	3/8dr 6pt 13/16in SPARKPLG SKT	1
UTK100	RTRC UTIL KNF	1	S9706KRA	6pt 5/8" STD RET SPRKPLG SKT	1
STL66118	STYLUS PRO LED PEN LIGHT	1	HBFE24	DEAD/BLW 24oz SFT/GR HM	1
GAJ12A	12IN ADJ WR	1	HBBD32	DEAD/BLW 32oz BPEEN SFT/GR HM	1
TPMB25EM	25ft Tape Measure SAE/METRIC	1	ASG186BR	INSTINCT TRIM PAD TOOL	6
EECT30H	12V Classic Bulb Circuittester	1	ACT73A	Thermometer 0-220F 2in STAINLS	1
PGP120	Pencil Gauge 120psi 1PERCENT	1	PMF147A	0-6in US/MET DIAL TYPE CALIP	1
GA356B	Dual Foot Budd Chuck Closed	1	SGA173BR	PCK RADIATR HOSE SG RED 10.3in	1
PBN500	5PC NON/MAR PRYBR SET	1	SRPCR7000	SNAP RING PLIERS RED	1
PL400B	PLIER SET	1	BT11	BR SPR TL	1
SGDMRC44B	RAT S/GR STD RED SD	1	BST6	Magnetic Brake Retainer Spring	1
SGDMRC4-TM4	1/4IN SQ DR SHNK	1	AHC21ME	1/4 NPT M ADAPTER IND TYPE	1
BHS13A	13PC L/SHP BHX WRSET	1	BLPT1410	1/4DR T10 TORX SKT DR	1
BHM9A	9PC L/SHP MET BHX WRSET	1	BLPT1415	1/4DR T15 TORX SKT DR	1
SGASA204CR	MINI PICK SET 4PC RED	1	BLPT1420	1/4DR T20 TORX SKT DR	1
SGLASA204CR	LONG MINI PICK SET, 4PC RED	1	BLPT1425	1/4DR T25 TORX SKT DR	1
VSG10WR	10WR 10in Curved Jaw Pliers	1	BLPT1427	1/4DR T27 TORX SKT DR	1
VSG7WR	7WR 7IN CURVED JAW PLIERS	1	BLPT1430	1/4DR T30 TORX SKT DR	1
PWCS9ACF	9IN STRIP/CUTTER/CRIMP	1	BLPT148	1/4DR T8 TORX BIT DR	1
YA1050B	BLOW GUN	1	BLPT149	1/4DR T9 TORX BIT DR	1
HBBD16	Dead/Blw 16oz BPEEN Sft/Gr Hm	1	BLPT3840	3/8DR T40 TORX SKT DR	1
YA4010	RUBBER TIP	1	BLPT3845	3/8DR T45 TORX SKT DR	1
ACT1370	AIR/FUEL TL	1	BLPT3850	3/8DR T50 TORX SKT DR	1
ATECH2FR125B	Techangle SNAP-ON, 5-125 FT LB	1	MTSS3810	3/8IN DRV NEON BLU SHAL ORGG	1
BTC3A	BATT CLEANER	1	SGDX120BR	SCR DR SET 12PC COMBO RED	1
CSA8C	BLK 7-5/8IN RIG CAR SCRA	1	SGDX40BR	4pc COMBO MINI S/GR RED SD SET	1
FLU875	Fluke 87V Industrial Multimeter	1	BLPHSSC30	1/4DR 30PC BIT HX SKTSET	1

Western Iowa Tech Community College
Tool Set Purchase Agreement

All students are responsible for having the required toolset for the Automotive Technology program. Toolsets 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 Automotive 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: Nancy McMahon – Academic Advisor
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: _____

Automotive 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).