Tool Policy and Purchasing Procedure

for the

Air Conditioning, Heating, and Refrigeration Program

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; 712.274.6400 ext. 1406; equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; 712.274.6400 ext. 2887; equity@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number 312.730.1560, fax 312.730.1576, TDD 800-877-8339; email: OCR.Chicago@ed.gov.

Individuals using assistive technology (such as a screen reader, Braille reader, etc.) who experience difficulty accessing information on this web site, should send an email to the Webmaster at webmaster@witcc.edu. The e-mail should include the nature of the accessibility problem and the individual's e-mail address for a response. If the accessibility problem involves a particular Web page, the message should include the URL (Web address) of the page. We will contact individuals having accessibility problems within three business days to assist them and to provide them with the information being sought.

Rev. 3/2/26 CLW

Introduction

This booklet will inform students of their options and of the procedures in purchasing required tools for the Air Conditioning, Heating, and Refrigeration program.

Tool sets 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 tool sets purchased with student aid funding must remain in the program area of study until after the semester in which the tools were purchased. The tool set 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 program listed below must have the **required tool set** to be eligible to participate in the classroom lab activities of the following program:

- Air Conditioning, Heating, and Refrigeration

Students must indicate how they will purchase their tools before classes begin by completing the Tool Purchase Agreement Form. **A student without the required tools will not be allowed to participate in the program's lab activities and will not earn credit during the semester, resulting in failure of the course.**

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

Air Conditioning, Heating, and Refrigeration

- Tyler Phelps – Sioux City 712-317-3470, Ext. 1219 tyler.phelps@witcc.edu
- Kevin Stover - Denison 712-317-3127, Ext. 2629 kevin.stover@witcc.edu

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

- Kevin Woockman – Sioux City 712-317-3119, Ext. 3270 kevin.woockman@witcc.edu
- Sandy Velasquez - Denison 712-317-3137, Ext. 2638 sandy.velasquez@witcc.edu

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

Air Conditioning, Heating, and Refrigeration Required Tools List

All students are required to have their own personal tool set from the following list to use for classroom/lab projects prior to the beginning of the semester.

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

Tyler Phelps – Sioux City	712-317-3470, Ext. 1219	tyler.phelps@witcc.edu
Kevin Stover - Denison	712-317-3127, Ext. 2629	kevin.stover@witcc.edu

ESTIMATED COST: $1,100.00 +/- 10%

HVAC Tool List:

- Tool bag/back pack
- Navac R22, R410a, R32, R454b gauge manifold
- 3ft hose set with sealright fittings
- Dual input digital manometer
- Fieldpiece clamp on multi meter
- Temperature probe/clamp
- Thermometer digital (X2)
- Refrigeration wrench
- Hex key adaptor
- Kline 12IN1 IMPACT STUBBY SD
- Kline 14-in-1 Adjustable-Length Impact Screwdriver with Flip Socket
- Wire jumper test leads
- Utility knife
- Tube cutter 1/8" to 5/8"
- Tube cutter 1/8" to 1 3/8"
- Inspection mirror
- Digital psychrometer
- Gloves (for sheet metal and protection against refrigerant burns)
- Hex key set 12 piece
- Tape measure
- Wire stripers with crimper
- 12" channel lock pliers
- Linesman pliers

Purchasing Required Tools
Through the College from Approved Vendors

This process is for the student who has enough money in his/her WITCC account or enough financial aid available to cover the cost of tuition, fees, books, and the required tool set. By purchasing tools through the College you will not be charged the 7% sales tax.

Step 1: Choose a Vendor

Choose a vendor and get a complete price list for each individual tool. Purchasing tools through the College will eliminate the payment of sales tax.

Step 2: Provide Tool List to Student Accounts Representative

Provide the completed vendor tool list with prices listed for each individual tool to a representative at the Student Accounts window (in the Dr. Robert H. Kiser Building). Exclude sales tax.

Step 3: Tool Set Received at WITCC

The WITCC Shipping & Receiving Department (in the lower level of the Dr. Robert H. Kiser Building) will notify the student upon receipt of the tool set. The student is responsible for:

A. Viewing the tool set to be sure tool order is complete and accurate according to packing slip.
B. Sign packing list.
C. Take packing list to a Student Accounts Representative.

All tool sets ordered locally, in which the student picked up his/her own tools, must be checked in at the WITCC Shipping & Receiving Department. Packing slips signed by the student must then be taken to a Student Accounts Representative to ensure payment to the vendor.

Financing Options for Required Tools

OPTION 1 – Purchase on Your Own

You can purchase your tools using your own resources, with assistance from family members, or a personal loan from your bank. Tools are great gifts for graduation and birthdays. This option would be a direct transaction between you and the vendors. The College is not involved. This is the recommended option.

OPTION 2 – Using Financial Aid

If you have sufficient financial aid, through a combination of grants and/or loans, to cover your tuition, fees, books, and your tool cost, you can purchase your tools through the College, as explained on the previous page.

This option **requires that you have all of your financial aid finalized prior to receiving your tools**. Stafford Loans, taken by the student or a parent (PLUS loan), are not finalized until the loan request has been guaranteed and the Master Promissory Note is complete and on file with the lender.

If you are planning to use a student or parent loan to purchase your tools, be aware that **loan applications can take up to six (6) weeks to be finalized**. PLUS loans are subject to a credit check by the lender.

Apply as soon as you can. Loan applications received after August 1 will likely not be processed by the time you need your tools due to the volume of applications received at that time.

Finalized loans will be considered as credit until disbursement of the funds occurs. Student loans will not be disbursed until at least 30 days after the start of the semester. Your loans will not be disbursed if you fail to remain eligible for the loans. If your loans are not disbursed, you are still obligated to pay for the tools you receive. Approved PLUS loans are not governed by the 30-day disbursement role and will be disbursed near the beginning of the semester or shortly after approval.

OPTION 3 – Using a Third-Party Lender

You may wish or need to borrow through a third-party lender. A credit check will likely be performed by the lender. These are private loans and are not part of the U.S. Department of Education's loan program. These loans require a specific loan application. Check with your bank, the vendor, or other lenders to find the lowest cost of financing. Ask each to provide the total amount you will pay based on interest rate and length of the payment period. If loan proceeds are sent to the school, you can purchase your tools through the school as described above.

Third-party loans are not governed by the 30-day disbursement rule and will be disbursed near the beginning of the semester or shortly after approval.

Tool sets purchased using student aid funds (federal, state 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 tool sets purchased with student aid funding must remain in the program area of study until after the semester. The tool set 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.

Western Iowa Tech Community College
Required Tools Purchase Agreement

Tool sets purchased using student aid funds (federal, state, 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 tool sets purchased with student aid funding must remain in the program area of study until after the semester. The tool set 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.

Please complete the following form and return it to:
Western Iowa Tech Community College
Attn: Kevin Woockman
4647 Stone Ave.
Sioux City, IA 51106
or
Director of Denison Campus
11 N. 35th Street
Denison, IA 51442

Student's Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Air Conditioning, Heating, and Refrigeration

Check your purchase option, financing choice, and provide the vendor name.

- ☐ I will purchase my tools on my own.
- ☐ I will purchase my tools from the College through another vendor.

If purchasing through the College, I will:

- ☐ Pay with cash, check, or credit card.
- ☐ Use Financial Aid (financial aid must be approved before selecting this option).
- ☐ Arrange my own financing.

I am purchasing my tools from: _____

_____ _____

Student's Signature Date

Internal Use Only:
Distribute copies to: Student, Division Chair, Student Accounts, Financial Aid (if this payment option is selected).