

Tool Policy and Purchasing Procedures

for the
Auto Collision Repair Technology Program
2017–2018

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

Purchasing tools from an approved vendor through the College using financial aid.

Purchasing tools on my own using resources other than financial aid.

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.

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact the Western Iowa Tech Community College (WITCC) Human Resources Department, Dr. Robert H. Kiser Building, Room A242, (712) 274.6400 x1220 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312.730.1560, fax 312.730.1576.

Required Tools Policy

Students at Western Iowa Tech enrolled in courses in the Automotive Collision Repair Technology program must have the **required tool set** 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 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 tool sets available for immediate delivery for interested students in the Auto Collision Repair Technology program.

For the 2017–2018 academic year, the following vendor has been approved by the College to provide tool sets for the **Auto Collision Repair Technology** program if a student is using financial aid:

- Snap-on

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.

<u>Program</u>	<u>Snap-on</u>
Auto Collision Repair Technology	\$4,372.29

A student interested in purchasing tool sets through the College must submit the (required) Tool Purchase Agreement form located as 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 tool set 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 tools sets.

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 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.

Tool sets 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 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.

- In the 2016–2017 and 2017–2018 academic years, all Auto Collision Technology students must purchase tool sets from Snap-on 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 such as Sears, Harbor Freight, Cornwell, etc.
- Partial tool sets must be purchased directly through the vendor. The college will not purchase partial sets.

Auto Collision Repair Technology

Required Tools List

All students are required to have their own personal tool set **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:

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

Approximate Cost of Tools \$4,372.29

Quantity	Description	Quantity	Description
1	40" wide x 20" deep rolling lower tool cabinet with at least 6 full length drawers	1	3/8" drive 8mm through 19mm deep 6 point socket on rail
1	1/4" drive 72 tooth ratchet	1	3/8" drive #47 Torx Striker socket
1	1/4 "universal joint	1	3/8" universal joint
1	1 1/2" long 1/4" extension	1	3/8" drive 1 1/2" extension
1	1 1/2" extension	1	3/8" drive 11 " extension
1	1/4" nut driver set	1	3/8" drive 3" extension
1	1/4" drive 6 point metric deep socket set 6mm through 14mm on rail	1	3/8" drive 6" extension
1	1/4" drive 6 point metric standard socket set 6mm through 14mm on rail	1	48 oz. ball peen hammer
1	Curved tooth flat body file (14" long)	1	16 OZ Steel shot dead blower hammer with composite rubber outside handle
1	Saw handle type file holders (14" long)	1	Wide nose cross peen hammer
1	2 3/4" x 17 1/2" file board for sanding body filler	1	Short picking and dinging hammer
1	12" adjustable wrench	1	Long picking and dinging hammer
5	1/4 NPT male adapter (Hi air flow style)	1	Toe Dolly
1	Inside door panel removing tools (1 V-type, 1 20" long reach v-style)	1	Heel Dolly
1	Straight cut Aviation tin Snip	1	General Purpose Dolly
1	standard Hex Key Set	1	14" rectangular magnetic tray
1	3" x 8 " rubber sanding block	1	18" body pick for massaging dents out
1	Thin body spoon	1	Combination wrench set 10mm thru 19 mm 12 point (chrome finish) in plastic tray
1	high speed steel 21 piece drill bit set	1	5 piece variable nylon non marring plastic pry bar set
1	5 piece durablock or equivalent variable size foam rubber sanding block set	1	1 1/2" wide putty knife (stiff blade)
1	Small L.E.D. flashlight	1	magnetic pick up tool
1	6 and 12 volt circuit tester	1	Telescoping little adjustable mirror
1	3/8" ratchet standard handle 80 tooth	1	Scratch awl
1	80 tooth long flex handle ratchet comfort grip	1	Magnetic Ratcheting screwdriver and bit set with varying bits listed below
1	3/8" drive 8mm through 19mm shallow 6 point sockets on rail	1	1/4" power hex to square adapter
		1	1/4" hex magnetic socket for use with 1/4" drive handles

AutoCollision Repair Technology Required Tools List continued on next page

Auto Collision Repair Technology Required Tools List continued from previous page

Quantity	Description	Quantity	Description
1	Magnetic insert bit holder for quick hex bit changes when using cordless drill or screw gun		
1	5/16" spot weld cut bit		
1	25' metric and standard steel tape measure		
1	utility knife		
1	Air Blow gun with extended nozzle with rubber tip		
1	Pair Leather welding gloves		
1	1/4" Collet 3" Roloc Pad		
1	3/8" air drill with forward and reverse with variable speed trigger, and a CFM usage of 3.5		
1	6" palm orbiting sander with a spindle size of 5/16"-24, and CFM of 2 along with 12,000 RPM free speed		
1	6" Dual Action Sander		
1	Original Seam Buster (straight) #20015		
1	Right angle Seam Buster #20016		
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.		
	Locking Pliers		
1	5" pliers		
1	7" pliers		
1	10" pliers		
1	6" Needle nose pliers		
	Pliers		
1	Needle nose pliers		
1	Standard pliers		
1	Adjustable point pliers		
1	Side cutter pliers		
	Flat Tip Bit		
1	.031 x .187		
1	.035 x .219		
1	.038 x .250		
1	.046 x .312		
1	.055 x .375		
			Phillips ACR Bit
		1	#1
		1	#2
		1	#3
			Hex Bit
		1	1/16
		1	5/64
		1	3/32
		1	7/64
		1	1/8
		1	9/64
			Torx Bit
		1	T8
		1	T9
		1	T10
		1	T15
		1	T20
		1	T25
		1	T27
		1	T30
		1	T40
			Pozidriv ACR Bit
		1	#1
		1	#2
		1	#3
			Scrulox Bit
		1	#0
		1	#1
		1	#2
		1	#3
			Flat Tip Screwdrivers
		1	3/16" x 2 1/2"
		1	1/4" x 1 1/2"
		1	1/4" x 4"
		1	5/16" x 6"
		1	3/8" x 8"
			Phillips Tip Screwdrivers
		1	#1 x 3"
		1	#2 x 1 1/2"
		1	#2 x 4"
		1	#3 x 6"

Western Iowa Tech Community College (required) Tool 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 last semester of the program has been finalized. Therefore, 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: Greg Strong
Career and Technical Education Division
P.O. Box 5199
Sioux City, Iowa 51102-5199

Student's Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Alternate Phone #: _____
Email Address: _____

Auto Collision Repair Technology

Check your purchase/financing option.

- I will purchase my tools from the College using **personal funds**. Students can pay with cash, check, or credit card at the WITCC Business Office.
- I will purchase my complete tool set from the College using **financial aid funds**. Use of Financial Aid must be approved before selecting this option.
- I will purchase my tools on my own using personal funds and therefore will not need the college to help with financing my tool purchase.

Important Notes:

- Partial tool sets may be ordered directly through any vendor through the use of personal funds. Financial Aid funds will not be used for partial tool set orders.
- A full/complete Snap-On Tool Set is the only option for students using financial aid.
- Financial Aid may take up to 4-6 weeks for approval, so 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).