

Tool Policy and Purchasing Procedures

for the
Auto Collision Repair Technology Program
2019–2020

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.

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

- | | | |
|---------------------------------------|-------------------------|------------------------|
| <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 |

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

- | | | |
|--------------------------------------|-------------------------|-----------------------|
| <input type="checkbox"/> 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 2019–2020 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	\$5,279.11

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 2018–2019 and 2019–2020 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:

- | | | |
|---------------------------------------|-------------------------|------------------------|
| <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 |

Approximate Cost of Tools \$5,279.11

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 3" Extension
1	1/4" drive 72 tooth Ratchet	1	3/8" drive 6" Extension
1	1/4 " drive Universal Joint	1	Saw handle type File Holder (14" long)
1	1 1/2" long 1/4" drive extension	1	Curved tooth flat body file (14" long)
1	1/4" drive Nut Driver set	1	12" adjustable Wrench
1	1/4" drive 6 point metric Deep Socket Set 6mm through 14mm on rail	5	1/4 NPT male adapter (Hi air flow style)
1	1/4" drive 6 point metric Standard Socket Set 6mm through 14mm on rail	1	Inside door panel removing tools (1 V-type, 1 20" long reach v-style)
1	3/8" ratchet standard handle 80 tooth	1	Straight cut Aviation tin Snip
1	80 tooth long flex handle ratchet comfort grip	1	Standard Hex Key Set
1	3/8" drive 8mm through 19mm shallow 6 point sockets on rail	1	3" x 8" rubber sanding block
1	3/8" drive 8mm through 19mm deep 6 point sockets on rail	1	Thin body spoon
1	3/8" drive #47 Torx Striker socket	1	high speed steel 21 piece Drill Bit set
1	3/8" drive Universal Joint	1	5 piece durablock or equivalent variable size foam rubber sanding block set
1	3/8" drive 1 1/2" Extension	1	Small L.E.D. flashlight
1	3/8" drive 11" Extension	1	6 and 12 volt circuit tester

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1	2 ¾" x17 ½" file board for sanding body filler	1	25' metric and standard steel Tape Measure
1	48 oz. ball peen hammer	1	Utility Knife
1	16 oz. Steel shot dead blow Hammer with composite rubber outside handle	1	Scratch Awl
1	Wide nose cross peen hammer	1	Air Blow Gun with extended nozzle with rubber tip
1	Short picking and dinging hammer	1	Pair leather Welding Gloves
1	Long picking and dinging hammer	1	¼" Collet 3" Rolox Pad
1	Toe Dolly	1	3/8" Air Drill with forward and reverse with variable speed trigger and a CFM usage of 3.5
1	Heel Dolly	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	General Purpose Dolly	1	6" dual action Sander
1	14" rectangular Magnetic Tray	1	Original Seam Buster #20016
1	18" Body Pick for massaging dents out	1	Small body air powered composite Angle Grinder with ¼" collet size with 1.4 CFM air usage
1	Combination Wrench Set 10mm thru 19mm 12 point (chrome finish) in plastic tray	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	5 piece variable nylon non-marring plastic Pry Bar set	1	4 piece 6" Pick Set including Mini Awl, Mini Hook, Mini Pick with 45 degree tip, Mini Pick with 90 degree tip
1	1 ½" wide Putty Knife (stiff blade)	1	Small cordless Impact Driver with 14 volt lithium battery, ¼" quick change hex chuck, 70 ft lbs of torque
1	Magnetic Pick up Tool	1	Air Hammer with quick change chuck, ¼" bore with 3,400 blows per minute
1	Telescoping little adjustable Mirror	1	5 piece Air Hammer Cutting/Chisel Set including Sheet Metal Ripper, Sitting Chisel, Small Spot Weld Breaker in variable sizes

Auto Collision Repair Technology Required Tools List continued on next page

Auto Collision Repair Technology Required Tools List continued from previous page

1	Magnetic ratcheting Screwdriver and Bit set with varying bits listed below			Pozidriv ACR Bits
1	¼" power Hex to Square Adapter	1	#1	
1	¼" Hex magnetic Socket for use with ¼" drive handles	1	#2	
1	Magnetic Insert Bit Holder for quick hex bet changes when using cordless drill or screw gun	1	#3	
1	5/16" Spot Weld Cut Bit			Scrolox Bits
		1	#0	
		1	#1	
	Flat Tip Bit	1	#2	
1	.031 x .187	1	#3	
1	.035 x .219			Locking Pliers
		1	5" Pliers	
1	.038 x .250	1	7" Pliers	
1	.046 x .312	1	10" Pliers	
1	.055 x .375	1	6" Needle Nose Pliers	
	Phillips ACR Bit			Pliers
1	#1	1	Needle Nose Pliers	
1	#2	1	Standard Pliers	
1	#3	1	Adjustable point Pliers	
	Hex Bits	1	Side cutter Pliers	
1	1/16			Flat Tip Screwdrivers
1	5/64	1	3/16" x 2 ½"	
1	3/32	1	1/4" x 1 ½"	
1	7/64	1	1/4" x 4"	
1	1/8	1	5/16" x 6"	
1	9/64	1	3/8" x 8"	
	Torx Bits			Phillips Tip Screwdrivers
1	T8	1	#1 x 3"	
1	T9	1	#2 x 1 ½"	
1	T10	1	#3 x 6"	
1	T15			
1	T20			
1	T30			
1	T40			

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 though 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).