Tool Policy and Purchasing Procedures

for the
Automotive Technology Program
2016–2017
Introduction

This booklet is intended to inform students of their tool purchase options and of the procedures for purchasing required tools for the Automotive Technology program 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 Tech students with the following choices:

Automotive 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 the Automotive Technology program must have the required tool set to be eligible to participate in the classroom lab activities.

Students must indicate 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 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.

Automotive Technology

✓ Shane Sampson 712-274-8733, Ext. 1310 shane.sampson@witcc.edu
✓ John Kraemer 712-274-8733, Ext. 1466 john.kraemer@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 interested students in the Automotive Technology program.

For the 2016–2017 academic year, the following vendor has been approved by the College to provide tool sets for the Automotive 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Snap-on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td>$5,149.23</td>
</tr>
</tbody>
</table>

Students interested in purchasing tool sets through the College must submit the (required) Tools Purchase Agreement Form (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 tool 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.

• For Auto Tech students who are purchasing tools using financial aid through the College, the student must buy from Snap-on in the 2016-2017 and 2017-2018 academic years
• If a student wants to purchase from other vendors, they must pay with personal funds. The College will no longer issue purchase orders to students for purchases through other vendors such as Sears, Harbor Freight, Cornwell, etc.
• Partial tool sets must be purchased via the vendor. The college will not purchase partial sets.
Automotive Technology
Required Tools List
Snap On

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:

✓ Shane Sampson 712-274-8733, Ext. 1310  shane.sampson@witcc.edu
✓ John Kraemer 712-274-8733, Ext. 1466  john.kraemer@witcc.edu

Approximate Cost of Tools $5,149.23

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Including the Following</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tool Box</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>minimum 40” x 19” rolling lower tool cabinet max height 38” with at least one full-length drawer</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/4” Drive 6 point Socket Set</td>
<td>*All socket sets must come in a plastic or metal storage tray</td>
</tr>
<tr>
<td>1</td>
<td>3/16” through 1/2” shallow and deep</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>5.5mm through 14mm shallow and deep</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Extensions 2 and 8 inch</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Regular Ratchet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>72 tooth Flex-head Ratchet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Universal Joint</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/4” Driver</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3/8” Drive 6 point Socket Set</td>
<td>*All socket sets must come in a plastic or metal storage tray</td>
</tr>
<tr>
<td>1</td>
<td>1/4” through 7/8” shallow and deep</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>10mm through 19mm shallow and deep</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>80 tooth 11” Flex-head Ratchet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>5/8” and 13/16” Spark Plug Sockets</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3 and 6 inch extensions</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/2” Drive 6 point Socket Set</td>
<td>*All socket sets must come in a plastic or metal storage tray</td>
</tr>
<tr>
<td>1</td>
<td>1/2” through 1” shallow</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>13mm through 24mm Shallow</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Ratchet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>24” Breaker Bar</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Extensions 4” and 10”</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Combination Wrench Set</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Standard size 12 pt. 5/16” through 1”</td>
<td>*Wrench sets must be in a plastic wrench rack</td>
</tr>
<tr>
<td>1</td>
<td>Metric sizes 12 pt. 8mm through 19mm</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>Description</td>
<td>Including the Following</td>
</tr>
<tr>
<td>----------</td>
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<td>-------------------------</td>
</tr>
</tbody>
</table>
| 1        | Allen Socket Set | Metric 4mm through 10mm  
Standard 1/8” through 3/8”  
*All socket sets must come in a plastic or metal storage tray* |
| 1        | Screwdriver Set | 8 pc Standard Set with both flat and philips  
Pocket Screwdriver  
*Screwdrivers must come in a plastic storage tray* |
| 1        | Specialty Tools | Brake Shoe Return Spring Removal Tool  
Brake shoe hold down spring removal tool (Both small & large)  
Brake Adjusting Spoon  
Battery Post Cleaner  
Ignition Spark Tester  
Stethoscope  
Digital Multimeter Fluke model 87 or 88 |
| 1        | Pliers | 9” Adjustable joint channel  
6” Diagonal Cutting Pliers  
8” Needle-nose  
6 3/4” slip joint pliers  
10” Curved jaw Vise Grip brand Locking Pliers |
| 1        | Additional Hand Tools | 24 oz. Ball-peen Hammer  
32 oz. Soft faced Dead-blow  
12 piece Punch & Chisel Set  
Gasket Scraper  
Feeler Gauge Set .0015 through .025  
4 piece O Ring Pick Set  
4 piece Pry Bar Set (striking type)  
Spark Plug Gapper  
6” Dial Caliper  
12 volt Test Light  
Wire Connector Terminal Removal Tool  
Wire Crimping/Stripper Pliers Tool  
Wire Terminal crimping tool  
3/8” digital Torque/angle Wrench (10 to 75 ft/lbs)  
Hand-held Thermometer  
5 Fixed Tip .038” straight, convertible retaining Ring Pliers  
A/C and Fuel Line Removal Tool set  
Schrader Valve Removal Tool  
Engine Compression tester (2 spark plug hole adapters)  
Radiator Hose Removal Pick  
Torx Bit Socket Set (T10 to T60) must be in plastic or metal storage tray  
Extendable Pocket Magnet  
Tire Gauge Tester and Air Chuck  
Small LED flashlight  
Extendable Mirror  
Soft-tip Blow Gun |
| 1        | Miscellaneous Items | Safety Glasses (meets Z87 specs)  
Tape Measure 12 Ft  
Fender Cover  
Utility Knife with blades |
Western Iowa Tech Community College

Tool Set 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. 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: ____________________________________________________________________

Automotive 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.

☐ 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).