

**Tool Policy  
and  
Purchasing Procedures  
Auto Collision Repair Technology Program  
2024–2025**



### **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 at 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**

1. Purchasing tools from an approved vendor through the College using financial aid.
2. Purchasing 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 for the semesters for which the aid is awarded. All toolsets purchased with student aid funding must remain in the program area of study until after the semester in which the tools were purchased. The toolset 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 toolset** 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 the 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 | <a href="mailto:tim.hardyk@witcc.edu">tim.hardyk@witcc.edu</a>     |
| <input type="checkbox"/> Kyle Lesline | 712-274-8733, Ext. 8862 | <a href="mailto:kyle.lesline@witcc.edu">kyle.lesline@witcc.edu</a> |

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

- |                                      |                         |  |
|--------------------------------------|-------------------------|--|
| <input type="checkbox"/> Greg Strong | 712-274-8733, Ext. 1480 | <a href="mailto:greg.strong@witcc.edu">greg.strong@witcc.edu</a> |
|--------------------------------------|-------------------------|--|

*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 for interested students in the Auto Collision Repair Technology program.

For the 2024–2025 academic year, Snap On Tools has been approved by the College to provide toolsets for the **Auto Collision Repair Technology** program if a student is 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 as long as all required tools are included.

| <u>Program</u>                   | <u>Vendor Cost</u>           |
|----------------------------------|------------------------------|
| Auto Collision Repair Technology | \$6,439.53<br>Estimated Cost |

**A student interested in purchasing toolsets through the College must submit the (required) Tool Purchase Agreement 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 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 toolsets.

**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 a 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.

**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 student aid funding must remain in the program area of study until after the semester. The toolset 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 2023–2024 and 2024–2025 academic years, all Auto Collision Technology students must purchase tool sets from Snap On Tools 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.
- Partial tool sets must be purchased directly through a vendor, the college will not purchase partial tool sets.

## Auto Collision Repair Technology Required Tools List

All students are required to have their own personal toolset **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 | <a href="mailto:tim.hardyk@witcc.edu">tim.hardyk@witcc.edu</a>     |
| <input type="checkbox"/> Kyle Lesline | 712-274-8733, Ext. 8862 | <a href="mailto:kyle.lesline@witcc.edu">kyle.lesline@witcc.edu</a> |

### Cost of Tools \$6,439.53 Estimated Cost

| Quantity                                     | Description  |
|--|--|
| 1  | 40" wide x 20" deep rolling lower tool cabinet with at least 6 full-length drawers   |
| <b>1/4" &amp; 3/8" Drive 6 Point Sockets</b> |  |
| 1  | 1/4" Drive Socket/Extension/Ratchet Set SAE/metric shallow & deep sockets, 2" & 6" extension, universal joint and ratchet                  |
| 1  | 1/4" Drive Extension Set 6 piece 1 1/4", 2", 4", 6", 8" & 11"  |
| 1  | 1/4" Drive Torx Set 6 piece T8-T27   |
| 1  | 3/8" Drive 80 tooth Standard Ratchet   |
| 1  | 3/8" Drive Standard 6 point 1/4"-7/8" shallow sockets and 1/4" – 7/8" deep sockets   |
| 1  | 3/8" Drive 6 point 8-19 mm shallow sockets and 8-19 mm deep sockets  |
| 1  | 3/8" Drive Universal Joint   |
| 1  | 3/8" Drive Extension Set 6 piece 1 1/2", 3", 4", 6", 8" & 11"  |
| 1  | 3/8" Drive Torx Set 7 piece T27-T55  |
| <b>Screwdrivers</b>                          |  |
| 1  | Ratcheting Screwdriver   |
| 1  | Screwdriver Set 12 piece including 6 flat tip and 6 Phillips tip   |
| <b>Wrenches</b>                              |  |
| 1  | 12 point Wrench Set 7 Piece 3/8" – 3/4"  |
| 1  | 12" Adjustable Wrench  |
| 1  | Wrench Set 10 Piece 10-19 mm Wrenches  |
| 1  | 13 Piece Standard L-shaped Hex Wrench Set 0.05", 1/16", 5/64", 3/32", 7/64", 1/8", 9/64", 5/32", 3/16", 7/32", 1/4", 5/16", and 3/8" Sizes |
| 1  | 9 Piece Metric L-shaped Hex Wrench 1.5, 2, 2.5, 3, 4, 5, 6, 8 and 10 mm Sizes  |

## **Auto Collision Repair Technology Required Tools List continued from the previous page**

### **Pliers & Clamp**

- 1 5" Curved Jaw Locking Pliers "Vise Grip"
- 1 6" Long Nose Locking Pliers "Vise Grip"
- 1 7" Curved Jaw Locking Pliers "Vise Grip"
- 1 10" Curved Jaw Locking Pliers "Vise Grip"
- 1 4 Piece Plier Set including Combination Slip-joint Pliers, Adjustable Joint Pliers, Needle Nose Pliers & Diagonal Cutter
- 1 11" Locking C-Clamp "Vise Grip"

### **Power Tools**

- 1 6" Dual Action Sander
- 1 Right Angle Mini Die Grinder
- 1 1/4" Cordless Ratchet with Battery
- 1 1/4" Cordless Impact Driver with Battery
- 1 3/8" Keyless Single-sleeve Steel Chuck Cordless Drill with Battery

### **Additional Hand Tools**

- 6 1/4 Hi Flow 1/4 Male Air Tool End
- 1 6 Piece Dura Block Sanding Set
- 1 Stylus Pro Let Pen Light
- 1 3 Piece Trim Removal Set
- 1 Classic Bulb Circuit Tester
- 1 32oz Ball Peen Hammer
- 1 16oz Ball Peen Dead Blow Hammer
- 1 4 lb. Cross Peen Hammer
- 1 3M Roloc Holder
- 1 18" Curved Auto Body Pick
- 1 5 piece plastic Pry Bar set
- 1 4 piece Mini Pick Set
- 1 Long 4 Piece Mini Pick Set
- 1 Seam Buster Chisel
- 1 25Ft Tape Measure Standard/Metric
- 1 Utility Knife
- 1 Door Skin Body Hammer
- 1 Buffing Spurr
- 1 Angled Air Chuck
- 1 Tire Pressure Gage
- 1 High Speed Drill Bit Set 21 Piece 1/16"-3/8"
- 1 7 Piece Body Hammer Set – Cross Chisel, Curved Hammer, Shrinking Hammer, Utility Pick Hammer, Light Dinging Spoon, Toe Dolly, Heel Dolly, General Purpose Dolly
- 1 Blow Gun with Rubber Tip
- 1 Welding Gloves
- 1 Auto Darkening Welding Helmet





# Western Iowa Tech Community College

## Tool Purchase Agreement

All students are responsible to have an official toolset for the Auto Collision Repair Technology program. Toolsets that are 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 Auto Collision Repair 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: Division Chair**

**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: \_\_\_\_\_

### **Auto Collision Repair Technology**

#### **Check your purchase/financing option.**

- ☐ Plan to purchase a toolset from the College using **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**.
- ☐ Plan to purchase a toolset using personal funds and therefore will not require any financial aid to purchase a toolset.

#### **Important Notes:**

- Partial toolsets may be ordered directly through any vendor through the use of personal funds only. Financial Aid funding may not be utilized to purchase partial toolset orders.
- Students must have all of the required tools for the program by the first date of classes.
- Financial Aid may take up to 4-6 weeks for approval, 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).*