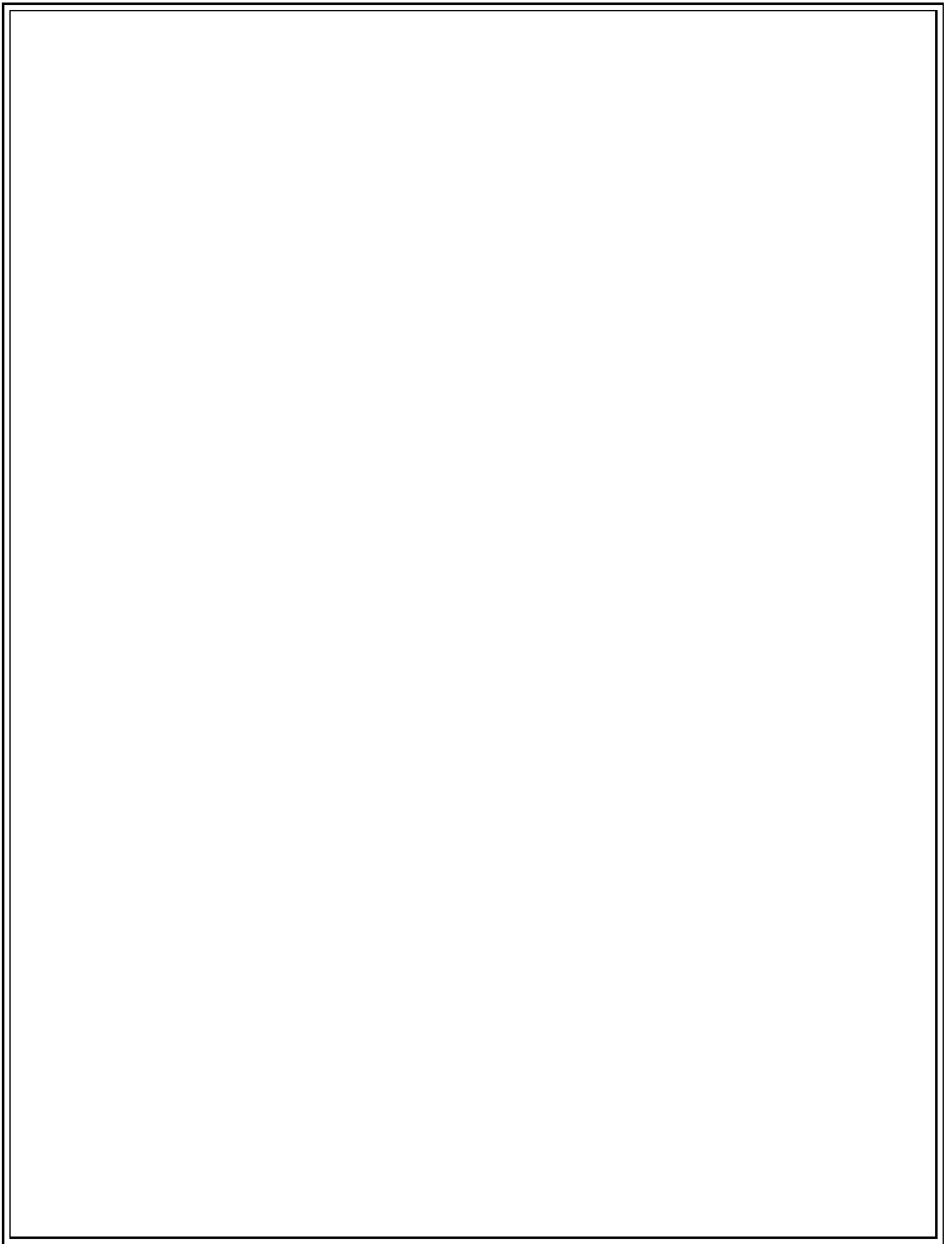


# **Tool Policy and Purchasing Procedures**

Automotive Technology Program

2024–2025



## Introduction

The information in this booklet is intended to inform students of their tool purchase options, tool requirements and of the procedures for purchasing required tools for the Automotive Technology program.

On the last page of this booklet is a Tool Agreement form that must be completed and left with Student Services on the day of registration.

*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 in the semesters for which the aid is awarded.*

*A toolset purchased with student aid funding must remain in the program area of study until after the semester in which the toolset was purchased. The toolset will not be released until financial aid for the semester is finalized, after final grades, and after the student has satisfied all financial obligations to the college.*

The program navigator/onboarding advisor is:

Lorena Carmona

712-317-3301

[Lorena.carmona@witcc.edu](mailto:Lorena.carmona@witcc.edu)

# Required Tools Policy

Students who intend to enroll in the Automotive Technology program must make financial arrangements and/or assurances with the WITCC Financial Aid department and with the Student Services advisor before the student will be granted a secure enrollment spot in the program.

On the day of registration, a student must communicate how she/he intends to make the toolset purchase. Complete the Tool Purchase Agreement form located on the last page of this booklet.

**IMPORTANT NOTE:** The Fall 2024 semester begins on August 22, 2024. Two days before the semester begins, any student enrolled in the program who has failed to make toolset payment arrangements may be disenrolled from the program roster.

For questions regarding the type or brand of tools, you may contact a Program Advisor/Automotive Technology instructor.

☐ Shane Sampson                      712-317-3165                      shane.sampson@witcc.edu

☐ John Kraemer                      712-317-3208                      [john.kraemer@witcc.edu](mailto:john.kraemer@witcc.edu)

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

☐ Greg Strong                      712-317-3289                      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 toolsets available for interested students in the Automotive Technology program.

For the 2024–2025 academic year, Snap On Tools has been approved by the College to provide toolsets for **Automotive Technology** students who are planning to use financial aid:

Students who decide to purchase tools from a vendor other than Snap On must use their 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 a toolset from home as long as all required tools are included.

<u>Program</u>	<u>Snap-On Tools</u>
Automotive Technology	\$6,603.28 Estimated Price

**A student interested in purchasing toolsets through the College must submit the required Tools Purchase Agreement Form. (The 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 financial aid**

Using federal financial aid for toolsets, and other college expenses is a common practice. It is very important to complete a FASFA on the day you register for classes as it can take 3-6 weeks for processing.

**Financial Aid approval must be complete before a student will receive a toolset through the college.** 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 712-274-8733, 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 financial aid must remain in the program area of study until after the semester. Toolsets will not be released until aid for the semester is finalized, grades are entered, and the student has satisfied all financial obligations to the College.

- In the 2023–2024 and 2024–2025 academic years, all Automotive Technology students must purchase toolsets from Snap On if they are using federal financial aid.
- If the student desires to purchase from an alternative vendor, payment should be made using personal funds. The College will no longer issue “purchase orders” to students for tool purchases through other vendors.
- Partial toolsets must be purchased directly through a vendor, the college will not purchase partial toolsets.
-

# Automotive Technology Required Tools List

All students are required to have their toolset **prior to the beginning of the semester**. Below is a list of required tools necessary to complete 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 | 712-317-3165 | shane.sampson@witcc.edu |
| ☐ John Kraemer  | 712-317-3208 | john.kraemer@witcc.edu  |

## Cost of Tools \$6,603.28 Estimated Price

Quantity	Description	Including the Following
1	Tool Box	
1		minimum 40" x 19" rolling lower tool cabinet max height 38" with at least one full-length drawer <i>(for safety purposes, tool boxes larger than (42" wide x 40" high x 24" deep) will not be allowed in the program lab area NO EXCEPTIONS</i>
1	1/4" Drive 6 Point Socket Set	
1		3/16" through 1/2" shallow and deep
1		5.5mm through 14mm shallow and deep
1		Extensions minimum 4 different sizes
1		Regular Ratchet
1		72 tooth Flex-head Ratchet
1		1/4" Driver
1		1/4" Universal Joint
1		1/4" Ratcheting Driver
		<b>*All socket sets must come in a plastic or metal storage tray</b>
1	3/8" Drive 6 Point Socket Set	
1		1/4" through 7/8" shallow and deep
1		8mm through 19mm shallow and deep
1		80 tooth 11" Flex-head Ratchet
1		5/8" and 13/16" Spark Plug Sockets
1		3/8" Universal Joint
1		Extension Set Minimum 4 different sizes
		<b>*All socket sets must come in a plastic or metal storage tray</b>
1	Combination Wrench Set	
1		Standard size 12 pt. 5/16" through 1"
1		Metric sizes 12 pt. 8mm through 19mm
		<b>*Wrench sets must be in a plastic wrench rack</b>
1	Allen Socket Set	
1		Metric 4mm through 10mm
1		Standard 1/8" through 3/8"
		<b>*All socket sets must come in a plastic or metal storage tray</b>

Automotive Technology Required Tools List continued on the next page

Quantity	Description	Including the Following
1	Screwdriver Set	
1		Minimum 8 pc Standard Set with both flat and Phillips Must include #1, #2 and #3 Phillips <b>*Screwdrivers must come in a plastic storage tray</b>
1	Specialty Tools	
1		Brake Shoe Return Spring Removal Tool
1		Brake shoe hold-down spring removal tool (Both small & large)
1		Brake Bleeder Screw Wrench
1		Brake Adjusting Spoon
1		Battery Post Cleaner
1		Ignition Spark Tester
1		Stethoscope
1		Digital Multimeter Fluke model 87 or 88
1	Pliers	
1		9" Adjustable joint Pliers
1		6" Diagonal Cutting Pliers
1		8" Needle-nose Pliers
1		6 3/4" slip joint pliers
1		Curved Locking Pliers
1		10" Curved Jaw Vise Grip brand Locking Pliers
1	Additional Hand Tools	
1		16 oz. Dead-blow Hammer Rubber Grip Handle
1		24 oz. Dead-blow Hammer Rubber Grip Handle
1		32 oz. Ball peen Hammer – Rubber Grip Handle
1		Punch & Chisel Set minimum 10 piece set
1		Putty Knife
1		Carbon Scraper
1		Feeler Gauge Set .0015 through .025
1		4 piece O Ring Pick Set
1		4 piece Pry Bar Set (striking type)
1		Spark Plug Gapper
1		6" Dial Caliper
1		12 volt Test Light
1		3/8" digital Torque/angle Wrench (10 to 75 ft/lbs.)
1		Fixed Tip .038" straight, convertible retaining Ring Pliers
1		A/C and Fuel Line Removal Toolset
1		Schrader Valve Removal Tool
1		Radiator Hose Removal Pick
1		Torx Bit Socket Set (T10 to T60) must be in a plastic or metal storage tray
1		Extendable Pocket Magnet
1		Thread Pitch Gauge (both Standard and Metric)
1		Hacksaw with blade
1		Tire Gauge Tester and Air Chuck
1		Small LED flashlight
1		Extendable Mirror
1		Soft-tip Blow Gun
1		Standard & Metric Allen Hex Keys
1		6" Pocket Ruler
1		80 Tooth Ratchet
1	Miscellaneous Items	
1		Safety Glasses (meets Z87 specs)
1		Tape Measure 12 Ft
1		Fender Cover
1		Utility Knife with blades

1	7" Stripper/Crimper/Cutter
1	12" Adjustable Wrench



**Western Iowa Tech Community College**  
**Tool Set Purchase Agreement**

All students are responsible for having the required toolset for the Automotive Technology program. Toolsets 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 Automotive 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: \_\_\_\_\_

**Automotive 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 will 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).*