

# **Tool Policy and Purchasing Procedure**

**for the  
Air Conditioning, Heating, and  
Refrigeration Program  
2022–2023**



# Introduction

This booklet will inform students of their options and of the procedures in purchasing required tools for the Air Conditioning, Heating, and Refrigeration program.

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 program listed below must have the **required tool set** to be eligible to participate in the classroom lab activities of the following program:

- Air Conditioning, Heating, and Refrigeration

Students must indicate how they will purchase their tools before classes begin by completing the Tool Purchase Agreement Form. **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.

### Air Conditioning, Heating, and Refrigeration

- Roger Wenzel – Sioux City      712-274-8733, Ext. 1219      roger.wenzel@witcc.edu
- Kevin Stover - Denison      712-263-3419, Ext. 2629      kevin.stover@witcc.edu

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

- Kevin Woockman – Sioux City      712-274-8733, Ext. 3270      kevin.woockman@witcc.edu
- Jessica Garcia - Denison      712-263-3419, Ext. 2622      jessica.g.garcia@witcc.edu

**You may call Western Iowa Tech Community College toll free at 1-800-352-4649.**

# Air Conditioning, Heating, and Refrigeration Required Tools List

All students are required to have their own personal tool set from the following list to use for classroom/lab projects prior to the beginning of the semester.

WITCC does not recommend a particular vendor; the College only suggests that you purchase commercial-quality tools. For more information, please feel free to contact:

- |  |                         |  |
|--|-------------------------|--|
| <input type="checkbox"/> Roger Wenzel – Sioux City | 712-274-8733, Ext. 1219 | <a href="mailto:roger.wenzel@witcc.edu">roger.wenzel@witcc.edu</a> |
| <input type="checkbox"/> Kevin Stover - Denison    | 712-263-3419, Ext. 2629 | <a href="mailto:kevin.stover@witcc.edu">kevin.stover@witcc.edu</a> |

**ESTIMATED COST: \$1,300 +/- 10%**

## HVAC Tool List:

- |   |   |
|---|---|
| <input type="checkbox"/> Tool Carrier 25 Pocket               | <input type="checkbox"/> Tubing Cutter 1/8" to 5/8"                         |
| <input type="checkbox"/> 20" Tool Box                         | <input type="checkbox"/> Tubing Cutter 1/8" to 1-1/8"                       |
| <input type="checkbox"/> Clear Safety Glasses                 | <input type="checkbox"/> Hex Key Set 12pc SAE                               |
| <input type="checkbox"/> Slip-Joint Pliers 6"                 | <input type="checkbox"/> Screwdriver 6 in 1                                 |
| <input type="checkbox"/> Electrical Wire Stripper/Cutters     | <input type="checkbox"/> 21 pc Socket Set SAE                               |
| <input type="checkbox"/> Lineman Side Cutting Pliers 9"       | <input type="checkbox"/> 10 pc Combination Wrench Set SAE                   |
| <input type="checkbox"/> Ball Peen Hammer                     | <input type="checkbox"/> Low Loss Ball Valve Adapter 3pk                    |
| <input type="checkbox"/> 8in Side Cutting Pliers/Diagonal     | <input type="checkbox"/> Jumper Wire Test Lead                              |
| <input type="checkbox"/> HVAC Digital Clamp-on Multimeter Kit | <input type="checkbox"/> Refrigeration Ratchet Wrench with Hex Key Adapter. |
| <input type="checkbox"/> Digital Pocket Thermometer           | <input type="checkbox"/> Hand Held Gas Ignitor                              |
| <input type="checkbox"/> Flashlight LED with batteries        | <input type="checkbox"/> 2pc Nut Driver Mag Set                             |
| <input type="checkbox"/> 12" Adjustable Wrench.               | <input type="checkbox"/> 410A Refrigeration Manifold Gauge/Hose Set         |
| <input type="checkbox"/> 8in Adjustable Wrench                | <input type="checkbox"/> 7pc Nut Driver Set SAE                             |
| <input type="checkbox"/> Manometer                            | <input type="checkbox"/> Telescoping Mirror Round 1-3/8"                    |
| <input type="checkbox"/> 25' Tape Measure                     | <input type="checkbox"/> 1 Roll Electrical Tape                             |
| <input type="checkbox"/> 14" Pipe Wrench                      | <input type="checkbox"/> Gloves   |
| <input type="checkbox"/> 18" Pipe Wrench                      | <input type="checkbox"/> Liquid Charge Adapter                              |
| <input type="checkbox"/> Utility Knife w/Blades               | <input type="checkbox"/> Scratch Awl Marker                                 |
| <input type="checkbox"/> Torpedo Level                        | <input type="checkbox"/> 5 pcs screwdriver set                              |
| <input type="checkbox"/> Digital Psychrometer                 |   |

# **Purchasing Required Tools Through the College from Approved Vendors**

This process is for the student who has enough money in his/her WITCC account or enough financial aid available to cover the cost of tuition, fees, books, and the required tool set. By purchasing tools through the College you will not be charged the 7% sales tax.

## **Step 1: Choose a Vendor**

Choose a vendor and get a complete price list for each individual tool. Purchasing tools through the College will eliminate the payment of sales tax.

## **Step 2: Provide Tool List to Student Accounts Representative**

Provide the completed vendor tool list with prices listed for each individual tool to a representative at the Student Accounts window (in the Dr. Robert H. Kiser Building). Exclude sales tax.

## **Step 3: Tool Set Received at WITCC**

The WITCC Shipping & Receiving Department (in the lower level of the Dr. Robert H. Kiser Building) will notify the student upon receipt of the tool set. The student is responsible for:

- A. Viewing the tool set to be sure tool order is complete and accurate according to packing slip.
- B. Sign packing list.
- C. Take packing list to a Student Accounts Representative.

All tool sets ordered locally, in which the student picked up his/her own tools, must be checked in at the WITCC Shipping & Receiving Department. Packing slips signed by the student must then be taken to a Student Accounts Representative to ensure payment to the vendor.

# Financing Options for Required Tools

## **OPTION 1 – Purchase on Your Own**

You can purchase your tools using your own resources, with assistance from family members, or a personal loan from your bank. Tools are great gifts for graduation and birthdays. This option would be a direct transaction between you and the vendors. The College is not involved. This is the recommended option.

## **OPTION 2 – Using Financial Aid**

If you have sufficient financial aid, through a combination of grants and/or loans, to cover your tuition, fees, books, and your tool cost, you can purchase your tools through the College, as explained on the previous page.

This option **requires that you have all of your financial aid finalized prior to receiving your tools**. Stafford Loans, taken by the student or a parent (PLUS loan), are not finalized until the loan request has been guaranteed and the Master Promissory Note is complete and on file with the lender.

If you are planning to use a student or parent loan to purchase your tools, be aware that **loan applications can take up to six (6) weeks to be finalized**. PLUS loans are subject to a credit check by the lender.

**Apply as soon as you can. Loan applications received after August 1 will likely not be processed by the time you need your tools due to the volume of applications received at that time.**

Finalized loans will be considered as credit until disbursement of the funds occurs. Student loans will not be disbursed until at least 30 days after the start of the semester. Your loans will not be disbursed if you fail to remain eligible for the loans. If your loans are not disbursed, you are still obligated to pay for the tools you receive. Approved PLUS loans are not governed by the 30-day disbursement rule and will be disbursed near the beginning of the semester or shortly after approval.

## **OPTION 3 – Using a Third-Party Lender**

You may wish or need to borrow through a third-party lender. A credit check will likely be performed by the lender. These are private loans and are not part of the U.S. Department of Education's loan program. These loans require a specific loan application. Check with your bank, the vendor, or other lenders to find the lowest cost of financing. Ask each to provide the total amount you will pay based on interest rate and length of the payment period. If loan proceeds are sent to the school, you can purchase your tools through the school as described above.

Third-party loans are not governed by the 30-day disbursement rule and will be disbursed near the beginning of the semester or shortly after approval.

**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 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.**

# Western Iowa Tech Community College

## Required Tools 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 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: Kevin Woockman**

**4647 Stone Ave.**

**Sioux City, IA 51106**

**or**

**Director of Denison Campus**

**11 N. 35th Street**

**Denison, IA 51442**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Air Conditioning, Heating, and Refrigeration**

**Check your purchase option, financing choice, and provide the vendor name.**

- I will purchase my tools on my own.
- I will purchase my tools from the College through another vendor.

**If purchasing through the College, I will:**

- Pay with cash, check, or credit card.
- Use Financial Aid (financial aid must be approved before selecting this option).
- Arrange my own financing.

**I am purchasing my tools from:** \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please indicate which set(s) of tools you are purchasing.**

- 1st Semester Tools for Air Conditioning, Heating, and Refrigeration
- 2nd Semester Tools for Air Conditioning, Heating, and Refrigeration



**Internal Use Only:**

*Distribute copies to: Student, Division Chair, Student Accounts, Financial Aid (if this payment option is selected).*