

# **Tool Policy and Purchasing Procedures**

for the  
Automotive Technology Program  
2022–2023



## 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. On the last page of this booklet is the Tool Agreement form, and this form must be completed and returned to Student Services (WITCC Student Services, 4647 Stone Ave., Sioux City IA). This booklet will help Automotive Technology students with the following choices:

### Automotive 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 the Automotive Technology program must have the **required toolset** 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 the 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

- |  |                         |  |
|--|-------------------------|--|
| <input type="checkbox"/> Shane Sampson | 712-274-8733, Ext. 1310 | shane.sampson@witcc.edu  |
| <input type="checkbox"/> John Kraemer  | 712-274-8733, Ext. 1466 | <a href="mailto:john.kraemer@witcc.edu">john.kraemer@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 | 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 2022–2023 academic year, the following vendor has been approved by the College to provide toolsets for the **Automotive Technology** program if a student is using financial aid:

- **Snap-On Tools**

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 Tools</u>
Automotive Technology	\$6,175.94

**Students interested in purchasing toolsets 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 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 712-274-8733, 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 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.**

- **For Auto Tech students who are purchasing tools using financial aid through the College, the student must buy from Snap-On Tools in the 2021-2022 and 2022-2023 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 Harbor Freight, Cornwell, etc.
- Partial toolsets must be purchased via the vendor. The college will not purchase partial sets.

# Automotive Technology Required Tools List

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"/> Shane Sampson | 712-274-8733, Ext. 1310 | shane.sampson@witcc.edu |
| <input type="checkbox"/> John Kraemer  | 712-274-8733, Ext. 1466 | john.kraemer@witcc.edu  |

## Cost of Tools \$6,175.94

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
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 2 and 8 inch
1		Regular Ratchet
1		7/2 tooth Flex-head Ratchet
1		Extension set – minimum 4 different sizes
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	1/2" Drive 6 Point Socket Set	
1		13mm through 24mm Shallow
1		Ratchet
1		24" Breaker Bar
1		Extensions 4" and 10"
1		1/2" Universal Joint
		<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>

Automotive Technology Required Tools List continued on the next page

Quantity	Description	Including the Following
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>
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		10" Curved jaw Vise-Grip brand Locking Pliers
1	Additional Hand Tools	
1		16 oz. Ball-peen Hammer
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		Gasket 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		Engine Compression tester (minimum 2 spark plug hole adapters)
1		Radiator Hose Removal Pick
1		Torx Bit Socket Set (T10 to T60) must be in a plastic or metal storage tray
1		Hacksaw with blade
1		Extendable Pocket Magnet
1		Thread Pitch Gauge (both Standard and Metric)
1		Tire Gauge Tester and Air Chuck
1		Small LED flashlight
1		Extendable Mirror
1		Soft-tip Blow Gun
1	Miscellaneous Items	
1		Safety Glasses (meets Z87 specs)
1		Tape Measure 12 Ft
1		Fender Cover

1	Utility Knife with blades
1	L-shaped Metric and Standard Allen Hex Keys
1	6" Pocket Ruler
1	12" Adjustable Wrench

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

All students are responsible to have an official toolset for the Automotive 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 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).*