Tool Agreement

Please Print Clearly
Date: _______________  (Please check term) Program Start: Fall _____ Spring _____ Summer _____

First Name_________________ Last Name_________________ Student ID Number W00__________

Contact Phone ______________ Email Address____________________________

Student Signature ________________________________________________

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How Do You Plan To Pay For Your Tools?
(Select the appropriate boxes that can apply)

I’m using Financial Aid ____________________________

I’m using Third Party/VA ___________________________

Plan to pay for Snap-On tools _______________________

I will purchase my own tools _________________________

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Work Shirt and Jacket Information

Welding Jacket Size
(Small—5XL) _________

WSU Work Shirt Size
(Small—5XL) _________

For the following programs:
Auto Service, Climate Control,
Carpentry, Industrial Automation,
and Machining _________

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Please read each section carefully and initial where indicated

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Initial ____  Tool Requirements. I understand that I must have tools prior to or on the required day of program classes. I understand that it is my responsibility to either (a) complete my financial aid, (b) arrange for payment with a 3rd party or (c) have payment in full prior to the time of tool reception. The program instructor or academic advisor will provide notice of the tool pick up day. I received a tool list with estimated cost.

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Initial ____ Work Shirts. I understand that WSU Tech work shirts are required, not optional for my program. Once received, it is my responsibility to wear the work shirts as required by the instructor.

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Initial ____ Financial Aid Students. I understand that Financial Aid must be fully processed and in place in order to receive my tools. If Financial Aid is not complete, then it will be my responsibility to pay for the tools in full before receiving a tool kit from the WSU Tech Program Records Specialist.

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Initial ____ Third Party/VA or Personal Payment Students. I understand if I have not paid my student account in full, or made a payment plan, or completed my financial aid requirements two weeks before classes begin, I may be dropped from my courses and lose my enrollment slot in class. Tool costs are separate than tuition costs and payments are made to the WSU Tech business office.

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Initial ____ Purchased Tools. I understand that I can provide my own tools and if I chose to provide my own tools, they must meet the expectations of the faculty member. The instructor must sign this form and the form must be turned in to the business office by the required day for tools in class.

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Tool Waiver For Purchased Tools  Instructor Signature_________________________ Date_________

This signature is required to waive the tool fees. Signature is required prior to the date tools are required for classes. (see back) If waiver isn’t signed, tool charges will remain. If approval is given, this waiver must be delivered to the business office.
Tools/Shirts Information

Tool will be distributed in class on the date listed on the table below. Students who are not present on the tool distribution date or do not have paid for tools, they will need to make an appointment with the program records specialists. All appointments need to be made by appointment to meickbush@wsutech.edu. All appointment requests require the following:

- Student Name
- Student ID Number
- Program Enrolled
- Instructor Name
- Class Time Where The Tools/Shirts Are Required

Student tool kits much be purchased in full. They can not be parted out. Delivery Dates are subject to

<table>
<thead>
<tr>
<th>Program</th>
<th>Shirts Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate Control</td>
<td>Full Time Adult Students receive 3 shirts</td>
</tr>
<tr>
<td>(City Center)</td>
<td>Part Time students/HS receive 2 shirts</td>
</tr>
<tr>
<td>Industrial Automation</td>
<td>Full Time Adult Students receive 3 shirts</td>
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<tr>
<td>Machining Tech. (NCAT)</td>
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