



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 _____

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	_____

Work Shirt and Jacket Information	
Welding Jacket Size (Small—5XL)	_____
WSU Work Shirt Size (Small—5XL)	_____
<u>For the following programs:</u> Auto Service, Climate Control, Carpentry, Industrial Automation, and Machining	

Please read each section carefully and initial where indicated

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 3 rd 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.
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.
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.
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.
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.

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 must be purchased in full. They can not be parted out. Delivery Dates are subject to

<u>Program</u>	<u>Shirts Information</u>
Climate Control (City Center)	Full Time Adult Students receive 3 shirts Part Time students/HS receive 2 shirts
Industrial Automation (City Center)	Full Time Adult Students receive 3 shirts Part Time students/HS receive 2 shirts
Auto Service (City Center)	Full Time Adult Students receive 3 shirts Part Time students/HS receive 2 shirts
Machining Tech. (NCAT)	Full Time Adult Students receive 3 shirts Part Time students/HS receive 2 shirts