



Tool Return Request

The sale of student tools are considered **All Sales Final**. Under certain circumstances, exceptions *may* be approved if specific criteria are met.

1. Student does not complete the program for which the tools were required and stills owes a tool balance to NDSCS.
2. The original cost of the tools was a minimum of \$1,500 (plus tax) and were charged to the student's NDSCS account within the same academic year that the student was no longer enrolled in the program.
3. Missing and/or unsellable items (such as consumables and/or damaged items) will be deducted.

If the request is approved, the following fee schedule will apply:

Inventory Charge	\$150.00
1st Semester Usage Charge	20% of Orig. Purchase Price
2nd Semester Usage Charge	\$500.00
Missing Tools	Current Retail Price

Credit, if any, will posted to the Student's NDSCS account.

NDSCS reserves the right to determine exceptions to above procedures.

Student ID _____ **Student Name** _____

Program _____ **Withdrawn Date** _____

Bookstore Use Only:

Toolbox Location:

Building _____

Rm# or Other _____

Move Request Completed _____

Date Moved _____

Tools _____

Box Model # _____

Tool Box Keys YES or NO

Inventory Completed by:

_____ Date _____

_____ Date _____