

2023-2024 STUDENT'S GUIDE TO

HVAC/R TECHNOLOGY TOOLS

COSTS

HOW MUCH WILL MY TOOLS COST?

Tool prices are established each March for the following school year and are included on each program's tool list.

WHEN IS PAYMENT REQUIRED FOR MY TOOLS?

Tools must be paid in full or charged to your student account prior to the scheduled tool handout in August or per arrangement with the NDSCS Bookstore.

HOW DOES OUR TOOL QUALITY AND PRICES COMPARE TO OTHER RETAILERS?

Saving students money on tools is important to us!

The purchase of tools is an investment in your career that will remain with you beyond graduation. NDSCS diligently works through a contract bidding process with leading vendors to ensure we are able to offer students the best price for the highest quality tools chosen by your instructors. While the tools chosen are not the least expensive available, they are what the student needs to complete their education.

Additionally, purchasing your tools from the Bookstore offers you the convenience of knowing you will have the best tools waiting for you when school starts. Skip the hassle, let us do the work for you!



NDSCS BOOKSTORE

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TOOL FAQ

WHO DETERMINES WHAT TOOLS ARE NEEDED FOR MY PROGRAM?

Your instructors choose the specific tools to be used by evaluating the different brands available, industry trends, student feedback, and experience. Great thought is put into selecting the right tools to provide for ease of learning, longevity, and the students' safety. Quality tools are essential for completing your education and will remain with you into your career.

WHERE DO I GET MY TOOL LIST?

The required tools lists are available in the Bookstore and online at [NDSCSbookstore.com](https://www.ndscsbookstore.com) > [Tool Lists](#). The tool lists are updated each March for the following school year in collaboration with your instructors.

WHAT TOOLS CAN BE PURCHASED FROM THE BOOKSTORE?

Students may purchase program required and optional tools through the Bookstore and receive the North Dakota State College of Science negotiated educational price.

HOW DO I REQUEST MY TOOLS IF PLANNING TO PURCHASE FROM THE NDSCS BOOKSTORE?

Stop in the Bookstore during new student registration and submit the "Tool Request Form" found in your student folder. If you are not attending a new student registration or forgot to submit the form, please call the Tool Department at 701-671-2349 or email NDSCS.Bookstore@ndscs.edu.

WHAT IF I'M UNDECIDED ABOUT REQUESTING TOOLS FROM THE NDSCS BOOKSTORE?

Submit your tool request form to the NDSCS Bookstore at your registration and indicate that you are undecided. We ask that you please notify us once you've made your decision, or we will contact you prior to finalizing our orders in June. If you decide in July or August to purchase your tools from NDSCS, we will diligently work with our vendors to have your tools here at tool handout or with minimal delay.

WHAT IF MY REGISTRATION IS NOT UNTIL JULY OR AUGUST?

NDSCS makes every effort to provide tools to every student on tool handout in August. To help us in this effort you may wish to contact the Bookstore Tool Department prior to your scheduled July or August registration to request your tools. Our vendors need time to prepare and ship tools, so requesting your tools earlier will help ensure their arrival for tool handout.

CAN I PLACE SPECIAL ORDERS AND ORDER 2ND YEAR TOOLS?

Enrolled students may purchase additional and 2nd Year tools through the Bookstore and receive educational pricing. Contact the Bookstore for more information.

CAN I RETURN TOOLS?

The sale of student tools is considered All Sales Final. Under certain circumstances, exceptions may be approved if specific criteria are met. See the Tool Department Return Policy for further details.

PURCHASE OPTIONS

WHAT ARE MY TOOL PURCHASE OPTIONS IF PURCHASING FROM THE NDSCS BOOKSTORE?

1. Purchase your tools through the NDSCS Bookstore with credit card, check or cash any time after you've completed registration.
2. Charge your tools at the NDSCS Bookstore to your NDSCS account in order for Financial Aid to apply towards the cost. NDSCS must receive the student's FAFSA results (Free Application for Federal Student Aid) prior to charging tools.*
 - NDSCS Bookstore DOES NOT automatically charge tools to your Student Account.
 - You may request to charge your tools after August 1st by calling or stopping in the bookstore to complete the payment process.

Purchasing/charging tools through the Bookstore.

These steps must be followed:

1. Completion of Student Tool Request form and submit it to the Bookstore Tool Department. Typically, this is completed at new student registration.
2. If a tool box upgrade is chosen, payment is required prior to the toolbox being ordered. (Out-of-pocket expense)
3. If undecided at time tool request form is submitted, the student must notify the Bookstore if they choose to purchase from the Bookstore by June 30th.
4. Tools must be paid or charged at the Bookstore upon start of the semester prior to department tool disbursement.
 - Tools are distributed based on completion of payment at the Bookstore. If you are not able to complete payment prior to tool handout please see the Bookstore Tool Department to arrange a delayed pickup of your tools.
 - Your tools WILL NOT be held on campus without payment or prior arrangements.

*Need-to-know information about charging tools toward Financial Aid.

Depending on the student's program, the cost of the required tools may be substantial; there are times when a student's Financial Aid for the fall semester may not cover the full balance of their usual expenses (ex. tuition, fees, room, board, etc.) along with the added cost of their tools. This creates a registration issue for the spring semester since students cannot register for future semesters until their current expenses have been paid. To assist with this issue, NDSCS may allow a *portion of the tools balance to be deferred* until their spring Financial Aid arrives.

To qualify for a deferment:

1. Cost of the required tools must be at least **\$1,500.00** (not including tax)
2. Student must fulfill **one** of the following criteria:
 - a. Have enough verifiable financial aid for the spring semester to cover the remaining fall balance.
 - b. Have verifiable third party payments that will be enough to cover the remaining fall balance (ex. military benefits, trust papers, etc.).
 - c. Make a personal payment to bring the tool balance down to half of the original purchase price (not including tax); along with an additional Payment Arrangement with the Business Affairs Office stating a similar payment will be made for the remaining balance in the spring semester.

Additional information on deferments:

- Maximum amount that can be deferred is half the original cost of the tools (not including tax).
- Students who qualify will continue to receive monthly statements for the full amount due and will be charged a 1.75% monthly late fee on the deferred amount.
- A hold will be placed on the student's account preventing future registration. When it is time to register for the spring semester, contact Business Affairs Office to have the hold lifted for the day.



CONTACT US

TOOL DEPARTMENT

NDSCS Bookstore

Hektner Student Center 101

701-671-2349 | NDSCS.Bookstore@ndscs.edu

PAYMENT OPTIONS

Business Affairs Office

Haverty Hall 139

701-671-2216 | NDSCS.BusinessAffairsOffice@ndscs.edu

FAFSA/ALTERNATIVE LOAN QUESTIONS

Financial Aid

Haverty Hall 101

701-671-2207 | NDSCS.Fin.Aid@ndscs.edu



HVAC/R TECHNOLOGY PROGRAM TOOL LIST

TOTAL
\$3,843.00
(plus ND sales tax)

QTY	DESCRIPTION	CATALOG #	VENDOR	QTY	DESCRIPTION	CATALOG #	VENDOR
1	Testo Refrigeration Smart Probe Set	TES 0563	TESTO	1	Furnace Fooler Switcheroo	ESP FF75	ESP
1	Alvin Architects Scale	ALV 110P	Alvin	1	3/8" QCX 1/4" SAE Quick Coupler, Elbow Access	JB I QC-E64	JB Industries
1	Bramec 36" Test Leads, Pair	BRA 13807	Bramec	1	Manometer Tube Adapter, 3/16-5/16"	FLD RMA316	Fieldpiece
1	Bramec 3M 33+ Super Electrical Tape, Blk	BRA 13945	Bramec	1	Edge Dakura Blk/Clear	EDG SW111	Edge
2	HCS-36 Heavy Duty Hose	RIT 15436	Ritchie	1	Appion Vacuum-Rated Connector, 1/4" Female Swivel Both Ends	APP VFL45L	Appion
1	Sws Service 1/4 x 3/16 Sq 3/8 x 5/16 Sq	HIL 1839042	Hilmore	4	Duracell AA Battery	RYV AL-AA	RYV
1	Swhka Service Hex Key Adapter	HIL 1839046	Hilmore	1	Klein Tech School Tool Kit	KLE M2O40270RVI	Klein
1	Hilmore Quick Change Mag Nutdriver 1/4 5/16 6"	HIL 1891260	Hilmore		*Crimper		In Kit
2	Ritchie Str 1/4" Sealright Coupler	RIT 19109	Ritchie		*Wire Stripper/Cutter		In Kit
2	Ritchie 5/16 QC 45 Deg 1/4" Maile Flare Ftg	RIT 19173	Ritchie		*11-in-1 SD/ND, Sdt Pack of 6		In Kit
2	Ritchie 1/4 Fe QC 90x1/8 Fe Npt	RIT 19210	Ritchie		*4-in-1 Electronic Screwdriver		In Kit
1	Bramec 18" Test Leads, 10 pk.	BRA 19809	Bramec		*Ergonomic Retractable Utility Knife		In Kit
1	Hilmore Orbital Flare Kit	HIL 1937685	Hilmore		*Tradesman Pro Backpack		In Kit
1	Lenox 1/8-5/8 Tube Cutter	LEN 21008	Lenox		*Flash Light Worklight		In Kit
1	20 pc. Ratchet & Socket Set, SAE & Metric	CRE CX6PT20	Crescent		*6 pc., Heavy Duty Nutdriver Set		In Kit
1	10 pc. Wrench Ratchet Comb Set, SAE & Metric	CRE 9418	Crescent		*5 pc., Screwdriver Set		In Kit
1	C&D Ball Valve	CDV 4040	C&D		*25' Dbl Hook Magnetic Tape Measure		In Kit
1	1/4 Flare Union	FTG 42F-4	Parker		*Straight Claw Hammer		In Kit
1	Milwaukee Black Fine Pt Inkzall Marker	MLW-48-22-3100	Milwaukee		*Ball End Hex Set, 12 pc.		In Kit
1	1/4 Fitting Brush	MIL 64005	Mill-Rose		*8" Heavy Duty Diagonal Cutting Pliers		In Kit
1	3/8 Fitting Brush	MIL 64020	Mill-Rose		*8" Nose Cutting Pliers		In Kit
1	1/2 Fitting Brush	MIL 64030	Mill-Rose		*10" Quick Adjustable Klaw Pliers		In Kit
1	5/8 Fitting Brush	MIL 64040	Mill-Rose		*12" Quick Adjustable Klaw Pliers		In Kit
1	Psychrometer/Hygrometer	RIT 69008	Ritchie		*12" Adjustable Wrench		In Kit
1	Uniweld Smarttech Digital Vacuum Guage	UNI UVG2	Uni		*Adjustable 8" Wrench, Extra Wide		In Kit
1	Bramec Extend-A-Mirror	BRA 9063	Bramec		*Fluke Meter		In Kit
1	Malco 7/32 AWL Large Grip	MAL A00	Malco		*Klein Lockouts Interlocking Tabs 1-1/2" Dia.		In Kit
1	J/B 1/4 Valve Core Tool	JB I A32004	JB Industries		*8" Needle Nose		In Kit
1	Fieldpiece Adls2, Asa2, Rct2	FLD ADK7	Fieldpiece		*Magnetic Hanger		In Kit
1	Appion 1/4" FI Charging T-Fitting	APP CTEE14	Appion		*Mini Ratchet		In Kit
1	Malco 9" Level W/Magnet	MAL L9M	Malco	1	Hilmore Cs Compact Swage Tool	HIL 1839015	Hilmore
1	Padlock	PAD LOCK	Padlock	1	Hilmore 1/4 Expander Head	HIL 1964042	Hilmore
1	J/B Blue Compound Gauge Loside	JB I M2-250	JB Industries	1	Jones Stephens 1/8" Mpt x 1/8" Barb Access Fitting	RHI G25022	RHI
1	J/B Red Pressure Gauge Hi-Side	JB I M2-500	JB Industries	2	Duracell 9 Volt Battery	RYV AL-9V	RTV
2	Appion 1/4" Valve Core Removal Tool	APP MGAVCT	Appion	5	Black Polo	CUSTOM	
1	Klein Work Gloves	KLE 60197	Klein				

A partial kit may be itemized as a special order. Special orders are subject to availability, vendor discretion, and may not receive the standard educational pricing. To request a special order quote, contact the NDSCS Bookstore Tool Department. Vendors reserve the right to substitute items due to changes in supply chain with items deemed of equal or greater quality. Prices are subject to change without notice due to unforeseen vendor cost increases.