

## Vehicle Repair Request Form

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Please read, initial and sign the following agreement and liability waiver.

### CONTACT INFORMATION

Name \_\_\_\_\_ X# \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

WCC Ext \_\_\_\_\_ Cell # \_\_\_\_\_ Other# \_\_\_\_\_

WCC Department \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### \*\*\*Conditions for Acceptance of Work Requests\*\*\*

1. \_\_\_ All work is intended as an educational experience for our students. Therefore, vehicle work requested must fit the applicable instructional content of courses in session.
2. \_\_\_ We only accept vehicles 15 years or newer for service/repair consideration (from present model year).
3. \_\_\_ The college retains the right to refuse or stop working on any vehicle for any reason.
4. \_\_\_ All cars must be legally titled, licensed and insured or service request will be denied.
5. \_\_\_ All parts or materials must be paid for in full when service is completed as a condition of releasing the vehicle to customer/owner. Instructions for paying bill will be covered during vehicle drop-off or upon request of written payment policy request.
6. \_\_\_ Customers are fully responsible for the quality and correctness of parts not ordered by WCC Auto Tech staff.
7. \_\_\_ We strive to complete all work as quickly as possible. You MUST be willing to leave your vehicle for as long as necessary to complete (depending on the nature of the issue) the repair.
8. \_\_\_ Accurate repair estimates cannot be made without first evaluating the vehicle. Any estimate made prior to vehicle inspection/evaluation will only be considered a "ball park" figure if requested. Any necessary updates to the estimate will be communicated.



**VEHICLE INFORMATION**

License Plate \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_

Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle Information Number (VIN 17 digits)

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Please include a description of the service request (nature of the problem or issue). Note: Any damage or missing parts must be documented at the time of vehicle drop off by.

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- ✓ NO WORK WILL BE PERFORMED ON UNSIGNED FORMS.
- ✓ PAYMENT IS REQUIRED UPON COMPLETION OF SERVICES.
- ✓ VEHICLES WILL NOT BE RELEASED UNTIL FULL PAYMENT IS RECEIVED.

Services are performed solely by students enrolled in the automotive program under the guidance and supervision of WCC Automotive Technology faculty. Instructors or students associated with the repair are given permission to operate the vehicle as necessary for testing or diagnostic purposes. The undersigned understands there is *no warranty implied or expressed* for services provided. Waubonsee Community College will not be held liable in the event of damage done due to a repair nor held responsible for any loss or damage to the vehicle or to articles left in the vehicle in case of fire, theft, accident or any other cause beyond our control. All parts must be paid for by the owner of the vehicle or his or her representative. Final grades, diploma, professional certificate, academic transcript or other information concerning the academic record will not be released until the financial account with WCC has been cleared.

I have read and understand all conditions, terms and liability waiver stipulations outlined above. My signature constitutes acceptance of the aforementioned conditions, terms and liability waiver stipulations expressed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_