

~ Auto Collision Repair & Paint Dept. ~  
PCC Project Application Information  
Location: Rock Creek Campus

The PCC Auto Collision Repair & Paint Department will accept some customer work. Not all subject classes are offered every term. The work accepted will depend on the classes being offered and are subject to Instructor approval. Some of our instructors will not accept jobs on certain types or makes of vehicles. Again, all work is subject to instructor approval. Not all vehicles are suitable for student projects; consequently, not all applications will be accepted.

We do not charge labor for the repairs done to customer vehicles. We do however, charge for parts and materials used to accomplish the repair. All repairs are dependent on the classes offered at that time and prior instructor approval.

THE TIME IT TAKES TO ACCOMPLISH THE REPAIRS: We do not rush our students through the repairs. Our focus is on education, the needs of the auto body industry for well trained qualified employees, and the quality of the work. We try to give you an idea of the time it “may” take to complete a job --- but an estimate is just that, an estimate. We highly recommend you have an alternate form of transportation as we will not release any job that is not finished and inspected by the instructors.

PLEASE NOTE: the Auto Collision Repair & Paint Department does not do complete paint jobs, color changes or repair to other peoples body work. We simply do not have the time or space. We do not accept “project vehicles” such as hot rods, restoration projects, or custom paint jobs. Vehicles over ten (10) years old are generally not accepted for student repairs by our program. Some exceptions are made however, and must be approved, and signed, by the instructor of the class that will be doing the repairs prior to submitting an application for repairs to the department.

For an application or any questions you may have, please contact:

Donald Estep  
Instructional Support Tech  
971-722-7229  
donald.estep15@pcc.edu

**STATEMENT OF PURPOSE:**

To provide students with the training necessary to attain employment in the local auto collision repair shops.

Repair requests are processed on the basis of the instructional needs of the program. For this reason, we cannot guarantee this request for work will be accepted, nor can we know in advance exactly when the work will start or how long it will take to complete. **CARS MUST BE LESS THAN TEN YEARS OLD. PAINTING MUST BE ARRANGED AND SCHEDULED SEPARATELY WITH THE AUTO PAINTING INSTRUCTOR(S).**

However, all cars will leave the body shop with at least primer on the repaired areas.

1. The following items must be removed from the vehicle: Spare tire, jack handles, jack, CD's, CD players, loose floor mats, and personal property.
2. All work will be performed by students under the supervision of the instructors.
3. Decisions on methods of repair and types of parts and material used will be made at the instructors' discretion.
4. Please include a brief description of requested repairs. Include photos.

---

---

---

---

**NOTE:**

Upon completion of repairs, the vehicle must be picked up from the instructor who was responsible for the work and during the time when he/she is on campus. The college requires that a current comprehensive insurance policy be in force before the vehicle will be considered for repair. My comprehensive insurance is in force with:

NAME OF COMPANY \_\_\_\_\_ POLICY NO.: \_\_\_\_\_

SIGNATURE OF VEHICLE OWNER: \_\_\_\_\_

**NOTE:** *The application must be accompanied by enough pictures to show the entire vehicle as well as the damaged area.*

Portland Community College  
Auto Collision Repair Program  
17705 NW Springville Road  
Building 2 Room 230  
Portland, OR 97229  
971-722-7229

**AUTO COLLISION REPAIR / PAINTING APPLICATION**

Date \_\_\_\_\_

CUSTOMER NAME (Please print) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ License No.: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

**NOTE TO AUTO COLLISION REPAIR/PAINTING CUSTOMERS:**

The policy of the college is not to incur labor charges on work performed: however, we much charge for all materials and some additional fees.

**SUPPLY CHARGE SCHEDULE:**

Body shop materials will be charged at a rate of \$7.50 per body repair hours, \$7.50 per replacement hour, and \$30 per paint hour. The replacement and paint hours are taken from the **PATHWAYS COLLISION GUIDE**. The repair hours will be determined by our staff using current industry techniques and procedures. All complete refinishing will be at the discretion of the painting instructor.

The estimate on your vehicle is based on our initial inspection and does not cover any additional parts or materials which may be required after the work has begun. Occasionally, after the work has started, worn or damaged parts are discovered which were not evident on the first inspection, because of this, the above prices are not guaranteed. The customer will be contacted before any additional expenses are incurred.