

Terms and Conditions for The Kick-Start Scheme funds

About The Kick-Start Scheme

University College Birmingham (UCB) and the John Smith's Group (John Smith's) have set up a scheme – The Kick-Start Scheme - to help you make the very best of your time at UCB, by improving access to learning and on campus resources you need to support your studies. If you are an eligible student you will receive funds when you start your course. You may also be eligible for a further award of funds in the second semester and in subsequent years of your course. Your funds will be loaded on to an account that you can use online and around campus at selected sites. You can use your funds from The Kick-Start Scheme on the website www.ucb-kickstart.co.uk, this is to help with the purchase of your required textbooks and other learning materials. For further information on where you can spend your funds on campus please visit www.ucb.ac.uk/kickstart

To be eligible for The Kick-Start Scheme, students must meet all of the following criteria:

- a. Be starting a full-time undergraduate or PGCE programme in the 2018/19 academic year or after
- b. Have a Home, EU or Channel Isles student status (as assessed by UCB)
- c. Be paying the applicable maximum undergraduate fee (or a pro-rata amount where this is due to exempt credits).
 - i) Students who meet the eligibility criteria for The Kick-Start Scheme may have been given an early payment discount, a PGCE progression fee waiver or FE to HE progression fee waiver. If a student is paying at the £9250 rate but has been made eligible for one of these discounts they will still be entitled to The Kick-Start Scheme funds.
- d. Be considered a new Higher Education student to UCB. To be considered new you must meet one of the following criteria:
 - a) This is the first Higher Education programme you have started at UCB;
 - b) You have successfully achieved the expected award of a previous Higher Education course at UCB and are now embarking on another Higher Education course at UCB;
 - c) You were withdrawn from your previous course at UCB (this includes non-continuation where a leave of absence was not granted); or
 - d) You have transferred onto a full-time undergraduate course in September 2018 (or after) from a part-time course.

Students can only activate their 'Kick-Start Scheme account' and receive funds once they have FULLY completed enrolment. This includes all associated holds related to enrolment including qualifications, DBS, previous outstanding unpaid fees and identity checks being removed from the student's account. There is no application required to enter the Scheme. Students on their second and subsequent years of study will only receive their Semester 1 funds after they have fully completed enrolment (the Student Records team can provide advice on what actions individual students need to take in order to be fully enrolled).

Fund Awards

- a) Students will receive £300 per course year where they meet the eligibility criteria.

b) UK Students (as assessed by Student Finance England/Wales/Northern Ireland/SAAS) with a household income of below £25,000 (as assessed by Student Finance England/Wales/Northern Ireland/SAAS) will be eligible for an additional £500 paid in the second semester, for that particular year providing they meet all the other eligibility criteria set out above as well.

c) Students will only receive one set of funds for each year of taught study (i.e. on a 2 year course a student would only receive 2 sets of funds over the duration of the course, even if the student takes longer than 2 years to complete their studies).

d) The £300 instalment will be paid at the start of semester 1 and the £500 instalment will be paid at the start of semester 2 if applicable. (Here the start of a semester refers to within 4 weeks of the official academic start date. The start of one of your two semesters may fall in January or February depending on how the academic calendar falls. In these terms and conditions it will be referred to as January for ease of reading, but should be considered as January or February.) Where a student is studying on a particular course year for just 1 semester (reasons for this include, but are not limited to: accredited prior learning, going out on placement), the amount of funds will be pro-rata (i.e. £150, with the potential of a further £250 subject to meeting the additional payment criteria).

i) The numbering of semesters for the purposes of awarding the Kick-Start funds will follow the course pattern, not the academic calendar. Students will be awarded as follows:

	Course Year runs September - June	Course Year runs January - January	Course Year runs September - January	Course Year runs January - June
Instalment 1	September (£300)	January (£300)	September (£150)	January (£150)
Instalment 2 (if eligible)	January (£500)	September (£500)	November (£250)	April (£250)

e) Funds for a given year can be awarded up until 30th June for those whose course year runs from September – June or September – January. Funds for a given year can be awarded up until 31st October for those whose course year runs from January – January or January – June.

Fund Spending

a) Students will be able to spend their funds on the Kick-Start website (www.ucb-kickstart.co.uk) and on selected items on campus.

b) Of the £300 instalment, £250 of this payment will be ring-fenced for the purchase of learning resources and other agreed products from the Kick-Start website.

c) Of the £500 instalment, £300 of this payment will be ring-fenced for the purchase of learning resources and other agreed products from the Kick-Start website.

All awards credited to a Kick-Start Scheme account will be treated as follows:

a. Where there are unspent funds at the end of a year of study, these will be rolled over to a student's next year of study.

b. In the event of a leave of absence, any unspent credit will be suspended until a time when the student's enrolment is reactivated, provided they continue to meet the eligibility criteria. If the scheme is no longer in existence upon the student's return, the unspent credit will no longer be available.

c. In the event of withdrawal either by the student or UCB, the account will be closed. All unspent credit will no longer be available.

d. Where a student remains on programme, any unspent credit will be available until the 30th September (following the expected course completion date) after which time it will be removed and will no longer be available. However, if a student enrolls on another programme of study by this date (for example a BA/BSc(Hons) Top Up, PGCE or Masters course) any unspent credit will remain until the 30th September following the expected completion date of this new programme of study. If a student withdraws or is withdrawn, the account will be closed and all unspent credit will no longer be available.

e. In the event of an overpayment being made, UCB will withdraw the overpayment (or deduct it from any future entitlement if there are not sufficient funds in your account) but the account will remain open and any other unspent funds will remain accessible to the student.

f. In the event of misuse, where any student is found to have attempted any sort of fraudulent activity with regards to The Kick-Start Scheme account, UCB reserves the right to withdraw unspent credit and close the account.

Withdrawing from The Kick-Start Scheme

a) If a student withdraws from The Kick-Start Scheme, the student will be ineligible for the 'Kick-Start' payment and other payments that may be made through accounts administered by John Smith's. Any funds on the account will be withdrawn and the account closed. Students can subsequently choose to opt into the scheme at a later date but only payments due from the point a student opts in will be issued.

b) You can withdraw from The Kick-Start Scheme at any point by emailing kickstart@ucb.ac.uk. UCB will, by return email, confirm your removal from the scheme.

Students undertaking repeating study

Students who are repeating with attendance pay a reduced rate fee and therefore will not be eligible for The Kick-Start Scheme funds for this period of study. However, any credit a repeating student has remaining on their Kick-Start Scheme account from a previous year(s) can be continued to be used, whilst they are repeating study.

Students returning from a leave of absence (deferral)

Students will only receive funds once for each taught year of their course. If a student takes a leave of absence having already received their entitled funds for that year of the course, when they

resume on that same year and course they will not receive any additional funds. When they progress to the next year of the course, they will then be eligible for the next year's funds. If a student has not already received the additional semester 2 payment, they will be assessed for it in the year they resume study.

Students who are resitting

Students who are resitting do not pay fees and do not have an enrolled (in attendance) status, therefore such students will not be eligible for further credit being awarded and any remaining funds on their account will be suspended until they return back to the course.

Students who do not return to study

Students who are expected to return to study and do not re-enrol before the end of the enrolment period will be treated as withdrawn, unless they have applied for a leave of absence (deferral) which has been granted. The account will be closed and any unspent funds will be removed.

Kick-Start Card

Each eligible student will be able to collect a Kick-Start card at the point of enrolment. This card is required for any on campus purchases. Should a student subsequently lose or damage this card a new card can be purchased from the First Floor Finance Office, Summer Row.

Monitoring and Evaluation

- a) UCB will collect and use information about your Kick-Start Scheme account. This information includes information about the use of your Kick-Start Scheme (including eBook usage), and transactions on the Kick-Start website and on campus.
- b) UCB may also use your Kick-Start Scheme account data to see how you use the scheme, and to understand your purchasing behaviour. Your Kick-Start Scheme data may also be combined with other data which UCB holds to identify meaningful patterns, with the sole intention of providing effective personalised support to improve the learning experience of UCB's students.
- c) John Smith's or UCB may contact students about their use of the Kick-Start Scheme, to monitor, evaluate and seek improvements to the Scheme, to understand students' behaviour and to resolve queries and issues regarding the Scheme. This monitoring and evaluation could include (but is not limited to), one-to-one meetings, focus groups, surveys, emails and phone calls.