



New full-time UK and EU undergraduate students receive £300 of Kick-Start funds to help them get what they need for their course! Funds will be awarded once your enrolment is complete.

### **How do I use my Kick-Start funds to order what I need for my Year 1 BA/FdA Hospitality course?**

You will need to follow the steps below:

- 1- Check that your Kick-Start funds have been awarded
- 2- Place an order for uniform and equipment on the Russums website
- 3- Send your order confirmation to the Kick-Start Team

**It is important that you order your uniform as soon as you have enrolled. The earlier you place the order the more likely it is that that your uniform will arrive in time for your first practical session.**

#### **1– Check that your Kick-Start funds have been awarded**

##### **Login to your UCB email account**

Download the U@UCB app to your smartphone or login at [portal.ucb.ac.uk](http://portal.ucb.ac.uk). Your username is your student ID followed by @student.ucb.ac.uk. For example [ABC12345678@student.ucb.ac.uk](mailto:ABC12345678@student.ucb.ac.uk).

Your password is the same as the one you set when you did online enrolment.

##### **Find the “Funds Awarded” email from Kick-Start**

An email confirming that you have funds to spend will come from ‘UCB Kick Start’ and will have the subject ‘Kick-Start – Funds Awarded!’ If you have fully enrolled but do not yet have your Kick-Start funds please email:

[customer.service@ucb-kickstart.co.uk](mailto:customer.service@ucb-kickstart.co.uk).

#### **2– Place an order for uniform and equipment on the Russums website**

When you have confirmed that you have the funds please go to the website: [students.russums-shop.co.uk/login](http://students.russums-shop.co.uk/login) and log in using these details:

Username: ucstudent Password: zsdf220

Once logged in you will need to scroll down and click on:

**> Foundation and Bachelor Degrees**

Scroll down again and click on: **> BA/FDA HBM HTM & HEVM Courses**

Scroll down again and click on: **> Essential Course Kit**

Year 1 BA/FdA Hospitality and Tourism Management  
Year 1 BA/FdA Hospitality with Events Management  
Year 1 BA/FdA International Hospitality Business Management



**On the Essential Course Kit page, you will need to SELECT the appropriate items for your course. This will include the clothing pack, knife set, and shoes.**

Click **Place Order** when you have finished selecting the items you need.

Enter your full name on the next page. This will be used for embroidered garments. Click **Save Details**.

**Review your order and enter your own address for delivery. Your order will be delivered to you.**

Fill in your name under **Student Name**.

Select **Pay using a Voucher** as the payment method.

Under **Sign In or Register** please enter a valid email address that you have access to and select 'No, I am a new customer' and complete your details.

Under **Billing Details** enter your name and use **B3 1JB** as the postcode and select University College Birmingham.

Leave **Comments and PO Ref** empty.

**Under Voucher Codes please enter your student ID. It is very important that you do this. This will help link your Kick-Start funds to your order.**

Agree to the [Terms and Conditions](#) and click **Next**.

Wait for your order to be processed.

### 3– Send your order confirmation to the Kick-Start Team

After you see your order confirmation page please login to your email and find the order confirmation from [salesteam@russums.co.uk](mailto:salesteam@russums.co.uk). Forward this message to [ucb@johnsmith.co.uk](mailto:ucb@johnsmith.co.uk).

We will process the payment for your order using your Kick-Start funds.

Once your payment has been processed we will contact you to let you know that this has been done.

For any questions about the Kick-Start scheme please email:

[customer.service@ucb-kickstart.co.uk](mailto:customer.service@ucb-kickstart.co.uk)

For any questions about your order please email [info@russums.co.uk](mailto:info@russums.co.uk).