



New full-time UK 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 Year 1 BA/FdA Culinary Arts Management?

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

### 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: smwz842

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

#### > Foundation and Bachelor Degrees

Scroll down again and click on: > **BA/FdA Culinary Arts Management**

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

**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 provide a residential address for delivery.**

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. If your order comes to over £300, we will contact you to ask you to top-up your Kick-Start account.

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).