



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- Top-up your Kick-Start account if you need to

**It is important that you follow these steps to ensure your uniform arrives in time for your first practical session. Please order by 16<sup>th</sup> September to ensure your uniform arrives on time. Any orders placed after this date may be delayed.**

#### **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 your enrolment is fully complete but your Kick-Start funds have not yet been awarded, please see here for support:

[www.ucb-kickstart.co.uk/faq](http://www.ucb-kickstart.co.uk/faq)

#### **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: ucbsstudent Password: rdwk476

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 hats.**

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– Top-up your Kick-Start account if you need to**

If your order comes to over £300, you will need to add the additional amount to your Kick-Start account. Please top-up your Kick-Start account here:

[https://www.ucb-kickstart.co.uk/secure/card\\_topup.asp](https://www.ucb-kickstart.co.uk/secure/card_topup.asp)

Please use the last 8 digits of your student ID as the student number.

Your order will be delivered to the residential address that you provide.

For any queries about the Kick-Start scheme please see here: [www.ucb-kickstart.co.uk/faq](http://www.ucb-kickstart.co.uk/faq)

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