



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

**It is important that you follow these steps to ensure your uniform arrives in time for your first practical session. Please order by 21<sup>st</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 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: wmyk549

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**

## Year 1 BA/FdA Culinary Arts 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 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 choose the free delivery method to UCB.**

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

You will be notified about when you can collect your order.

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).