



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

MY LSE FINANCE



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Introduction:

This document sets out the current payment options open to applicants and students at the School.

In addition, this document sets out how students can access financial records including tuition fees, accommodation fees, payments, loans and scholarships.

Principles:

The School is committed to offering a simplified payment experience, which is both secure and safe.

All customers and students should expect the payment journey to be flexible, seamless and result in a positive experience.

We are committed to offering a world class payment experience and a variety of payment options.

LSE partner with Secure Trading (securetrading.com/about-us/) and Western Union Business Solutions (student.globalpay.wu.com/#!/faqs) to administer online payment transactions.

The School reserves the right to change, amend or alter payment options during the academic year if considered appropriate and necessary to do so. We will endeavour to advise the student community where payment options are removed.

How and when to Pay your fees:

All fees including tuition fees, accommodation fees and short course and Summer School fees should be paid via the School's payment portal¹ (**lseportal.force.com/payments/s/fees**).

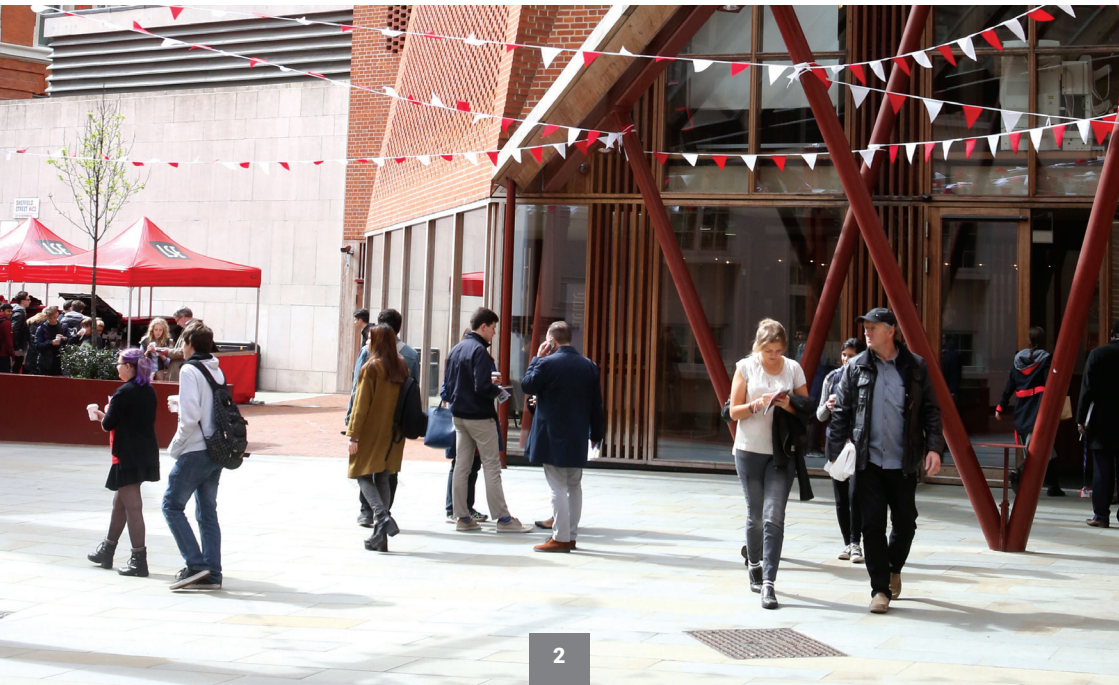
For security reasons you will be required to log in and authenticate prior to making a payment, access to the payment portal is possible by both public account (example: @gmail.com) or LSE network account (@lse.ac.uk). You **do not** have to be registered to access the portal. If you use your public account this should be the same email you used in your application to the School.

The Payment Portal will present a summary of your tuition fees, accommodation fees and short courses including Summer School if applicable.

The portal will itemise your invoices and include the following key information:

- Invoice number
- Invoice date
- Due date
- Original invoiced amount
- Outstanding amount.

¹ Excludes: Language Centre course fees, TRIUM EMBA Programme fees and accommodation fees for students on short programmes residing in LSE Halls of Residences.



There are 2 payment options available in the portal:

1 Payment in Advance: If you wish to make a payment in advance of Registration you can make a payment by selecting the Advance Payment option. Please ensure you select the correct invoice stream, as standard there will be three advance payment streams available in the portal; Tuition fees, short courses including Summer School and Accommodation fees.

2 Payment when invoiced: You have the option of paying each invoice in full or in part, if you choose to pay the invoice(s) in full you should select the Pay Whole Amount button. As you enter values to pay your basket total will automatically update so you can keep a track of the total fees you are going to pay.

The Payment portal functionality allows you to:

1 View multiple invoices across each stream, the invoices will reflect your payment plan or payment schedule if applicable.

2 Once you make payments against your invoices the outstanding amount will reduce until you have fully paid the invoice. Fully paid invoices will no longer display in the payment portal. Please note the payment portal will not update immediately once you have made payment, please see processing times for guidelines on payment settlement times.

3 If you wish to pay part of the invoice you should enter the value in the box under "To pay now".

4 Once you have selected what invoices you would like to pay you are required to choose which payment option, there are two choices; Pay by Card or Pay by Wire. If you select Pay by card as an option our partner Secure Trading will process the transaction. If you select Pay by Wire our partner Western Union Business Solutions will process the transaction.

Payment options:

Wire transfers and Alternative Payment Methods (APMS) are the cheapest method of payment, there are no hidden bank charges and you will be guaranteed an exact GBP settlement is received by the LSE and is posted to your fees account.

Card Payments may be quicker and convenient, but may be more expensive, it is recommended that you read the terms of and conditions of your card agreement prior to making a payment.

Credit/Debit Cards

LSE partners with Secure Trading (securetrading.com/about-us/) to provide debit and credit card payment options.

We accept all credit/debit cards with the exception of American Express, to pay by card you will need to access the School's payment portal (lseportal.force.com/payments/s/fees).

All fees are published by the School and are payable in pounds (GBP, £) sterling, unless otherwise stated, however if you select to pay your fees by credit or debit card you can choose to pay in GBP or a local currency through dynamic currency conversion (DCC).

For a full list of supported currencies please see **appendix 1**.

If you select to pay in DCC, the value in your chosen currency and the settlement in GBP is fully transparent at the point of payment. You will be advised of the rate before the payment is processed.

Once your payment has been fully processed our partner Secure Trading will send you a payment confirmation receipt.

Wire Transfers and alternative payment methods

LSE Partners with Western Union Business Solutions (student.globalpay.wu.com/#/faqs) to administer wire transfers and APMS (Alternative Payment methods). You can access the LSE international payments platform: WU® GlobalPay for Students by logging onto the Schools payment platform (lseportal.force.com/payments/s/fees).



The fast and reliable service will allow you to make a wire transfer or use a wide range of local online payment options including Alipay, UnionPay, India NetBanking, Poli and more without incurring any transaction charges.

For a full list of supported currencies please see **appendix 2**.

For a full list of APMS please see **appendix 3**.

All non-credit or debit card payments should be settled by using the Pay by Wire option in the Payment portal, this includes GBP to GBP settlements.

Benefits:

- Pay fees in your local currency
- Avoid fees and international foreign exchange charges from your bank
- Easy to use on smartphones and other mobile devices
- Pay online or by wire transfer
- Rest assured knowing your payments are received in full by LSE
- Track your payment status by text and email
- Get price and payment options upfront with a price comparison tool.

Processing times:

Payment Option	Processing time (Time to appear on student account)
Credit/Debit Card	2-3 working days
Wire Transfer	3-5 working days
Online Payment (APM)	3-5 working days
Cheque/Draft	5-7 working days

All fees are published by the School and are payable in pounds (GBP, £) sterling, unless otherwise stated, however if you select to pay your fees by wire or APM you can select the country you are paying from and local currency options will be available. For a full list of supported currencies please see **appendix 2**.

Cheque and draft

The LSE accept GBP cheques and drafts, please note drafts and cheques:

- must be from a UK bank and made out in **Pounds Sterling**
- They must be made payable to: **London School of Economics**
- The date format must be: day-month-year (*example: 01 May 2017*)
- Must include your full name and your LSE Student ID number on the reverse of the cheque/draft
- Send cheques to **Cash Management Team**, Finance Division, London School of Economics, Houghton Street, London WC2A 2AE

Please note: Post-dated cheques **will not** be accepted.

Accessing my financial information

The Finance Hub displays a number of tiles, by clicking on each tile you can navigate through the Hub and view transactions or generate receipts and statements.

You can access your financial information in the Finance Hub, to access the Finance hub please visit: <https://info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Finance-Hub>

Key features of the Hub include:

- Single sign on via your LSE network account (@lse.ac.uk)
- View/download fee invoices
- View your payment plans for tuition and accommodation fees
- View/download receipts of payment
- View Fee and Maintenance Scholarships
- Submit/view bank details for Maintenance Scholarships (Coming soon)
- View U.S. Federal Loans (if applicable)
- Submit refund request for overpayments
- Submit a question
- Make a payment
- Raise queries
- Summary of financials
- View your account 24/7.

Students are automatically granted access to the Hub, you can access the Finance Hub as soon as you have been issued an LSE network account. Note: There are a small number of student groups which are not able to access the Hub, this includes Language Centre, Online programmes and TRIUM EMBA.²

My Details:

This tile will display a summary of your personal details including contact address, email, phone number and current programme. The tile will also display if you have provided third party consent and if there are any restrictions on your account for non-payment of tuition fees.

My Finance

You can access your tuition and accommodation invoices and payment plans through the My Finance tile. You can select an invoice to view and or download, you can access the document in My reports tile.

You can also view and download receipts, access a statement of your account and see a summary of your Scholarships.

Students in receipt of Title IV Federal Student Loans can access a summary of loans disbursed to date in USD and GBP, in addition institutional charges retained for tuition and accommodation is available via the statements tile. Student can also access how much loan has been disbursed to them for the purposes of maintenance.

² This list was correct at the time of issue, there may be instances where there will be no access the Finance Hub. Please contact Fees, Income and Credit Control if you have any questions.

If you have a sponsor who is paying full or part of your fees, you can access the amount billed and received to date via the Tuition invoice tile.

Payment Link

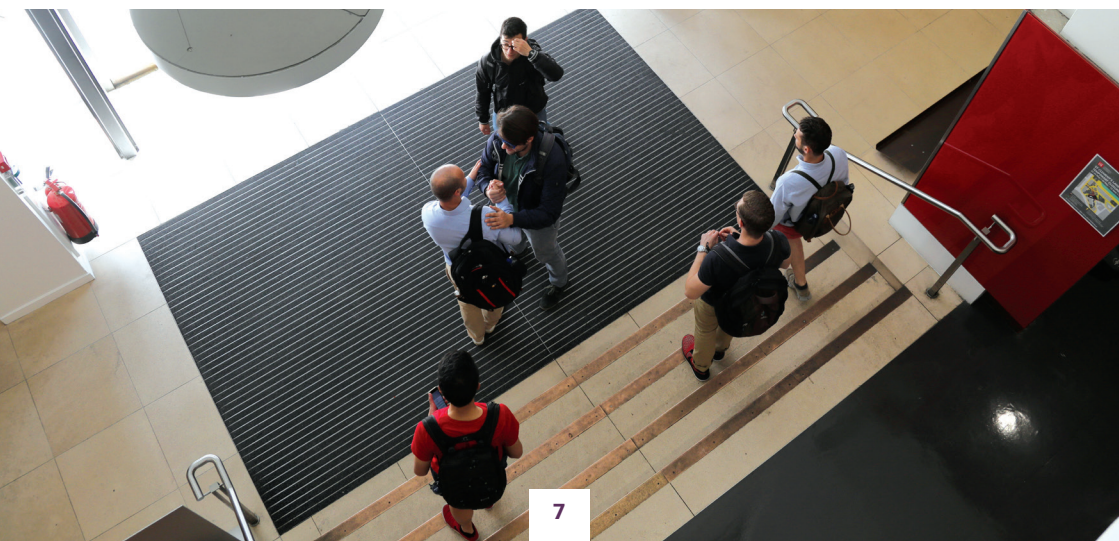
You can navigate to the Schools payment portal from the Finance Hub, however please be advised that you are not required to log in to the Finance Hub to access the payment portal, you can navigate to the payment portal directly: <https://lseportal.force.com/payments/s/fees>

Refunds

If you have made an overpayment you should request a refund via the Refund request tile in the Finance Hub, your request will be processed in accordance with the terms and conditions of the School's Fees Policy. Please see section 10 of the School's Fees Policy for further information.

Bank details

This tile is used for students in receipt of Scholarships, a secure form will be available for students to submit their bank details for settlement of termly scholarships. **Note:** This functionality will not be available until 2020. For further information please visit the Financial Support Office website: https://info.lse.ac.uk/current-students/financial-support?from_serp=1



Contact us

Current students

You can submit an enquiry to the support team by navigating to the Contact Us tile in the Finance Hub, if you are having issues accessing the Finance Hub please use the Finance Division enquiry form (<https://lseapps.secure.force.com/form?formid=217915>).

For face to face support, you can visit the Student Services Centre for a Finance Drop-in Session at the following times:

During term-time:

Monday, Tuesday, Thursday and Friday | 2-3pm
Wednesday | 11am – 12 noon

Outside term-time:

Monday and Friday | 2-3pm
Wednesday | 11am – 12 noon

Prospective students

If you are a prospective student, please visit the Fees Income and Credit Control contact us pages for details (<https://info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Secure/Contact-us>) on how to submit queries.



Appendices

Appendix 1 DCC Currencies offered

Currency Code	Currency Name
AED	UAE Dirham
AFN	Afghanistan Afghani
ALL	Albanian Lek
AMD	Armenian Dram
ANG	Netherlands Antillean Guilder
AOA	Angolan Kwanza
ARS	Argentine Peso
AUD	Australian Dollar
AWG	Aruban Florin
AZN	Azerbaijan Manat
BAM	Bosnia and Herzegovina convertible Mark
BBD	Barbados Dollar
BDT	Taka
BGN	Bulgarian Lev
BHD	Bahraini Dinar
BIF	Burundi Franc
BMD	Bermudian Dollar
BND	Brunei Dollar
BOB	Boliviano
BRL	Real
BSD	Bahamian Dollar
BTN	Ngultrum
BWP	Pula
BYN	New Belarusian ruble
BZD	Belize Dollar
CAD	Canadian Dollar
CDF	Congolese franc
CHF	Swiss Franc

Currency Code	Currency Name
CLP	Chilean Peso
CNY	Yuan Renminbi
COP	Colombian Peso
CRC	Costa Rican Colon
CUP	Cuban peso
CVE	Cape Verdean Escudo
CZK	Czech Koruna
DJF	Djibouti franc
DKK	Danish Krone
DOP	Dominican Peso
DZD	Algerian Dinar
EGP	Egyptian Pound
ERN	Eritrean nakfa
ETB	Ethiopian Birr
EUR	Euro
FJD	Fiji Dollar
FKP	Falkland Islands pound
GBP	Pound Sterling
GEL	Georgian Lari
GHS	Ghana cedi
GIP	Gibraltar Pound
GMD	Dalasi
GNF	Guinean Franc
GTQ	Quetzal
GYP	Guyana Dollar
HKD	Hong Kong Dollar
HNL	Lempira
HRK	Croatian Kuna
HTG	Haiti gourde
HUF	Forint

Appendix 1 DCC Currencies offered (continued)

Currency Code	Currency Name	Currency Code	Currency Name
IDR	Rupiah	MOP	Macau Pataca
ILS	Shekel	MRU	Mauritanian Ouguiya
INR	Indian Rupee	MUR	Mauritius Rupee
IQD	Iraqi Dinar	MVR	Maldivian rufiyaa
IRR	Iranian Rial	MWK	Kwacha
ISK	Iceland Krona	MXN	Mexican Peso
JMD	Jamaican Dollar	MYR	Malaysian Ringgit
JOD	Jordanian Dinar	MZN	Mozambique Metical
JPY	Yen	NAD	Namibia dollar
KES	Kenyan Shilling	NGN	Naira
KGS	Kyrgyzstani som	NIO	Cordoba Oro
KHR	Cambodian Riel	NOK	Norwegian Krone
KMF	Comorian franc	NPR	Nepalese Rupee
KPW	North Korean won	NZD	New Zealand Dollar
KRW	Won	OMR	Rial Omani
KWD	Kuwaiti Dinar	PAB	Balboa
KYD	Cayman Islands Dollar	PEN	Nuevo Sol
KZT	Tenge	PGK	Papua New Guinean Kina
LAK	Lao Kip	PHP	Philippine Peso
LBP	Lebanese Pound	PKR	Pakistan Rupee
LKR	Sri Lanka Rupee	PLN	New Zloty
LRD	Liberian Dollar	PYG	Guarani
LSL	Lesotho loti	QAR	Qatari Rial
LYD	Libyan Dinar	RON	Romanian Leu
MAD	Moroccan Dirham	RSD	Serbian Dinar
MDL	Moldovan leu	RUB	Russian Rouble
MGA	Malagasy Ariary	RWF	Rwanda Franc
MKD	Macedonian Denar	SAR	Saudi Riyal
MMK	Burmese kyat	SBD	Solomon Islands dollar
MNT	Mongolian Tughrik	SCR	Seychelles Rupee

Currency Code	Currency Name
SDG	Sudanese Pound
SEK	Swedish Krona
SGD	Singapore Dollar
SHP	Saint Helena pound
SLL	Leone
SOS	Somali shilling
SRD	Surinam dollar
SSP	South Sudanese Pound
STN	Sao Tomean Dobra
SYR	Syrian Pound
SZL	Swazi lilangeni
THB	Baht
TJS	Tajikistani somoni
TMT	Turkmenistan New Manat
TND	Tunisian Dinar
TOP	Tongan Pa'anga
TRY	New Turkish Lira
TTD	Trinidad and Tobago Dollar
TWD	New Taiwan Dollar

Currency Code	Currency Name
TZS	Tanzanian Shilling
UAH	Ukrainian Hryvnia
UGX	Uganda shilling
USD	US Dollar
UYU	Peso Uruguayo
UZS	Uzbekistani Som
VES	Venezuelan Bolivar Soberano
VND	Viet Nam Dong
VUV	Vanuatu vatu
WST	Samoan tala
XAF	CFA Franc BEAC
XCD	East Caribbean Dollar
XOF	CFA Franc BCEAO
XPF	CFP Franc
YER	Yemeni Rial
ZAR	Rand
ZMK	Zambian Kwacha
ZWL	Zimbabwe Dollar



Appendix 2

WUBS offer local currency bank transfer in 41 currencies and 59 countries.

Country	Supported Currency	Alternative payment method	Local currency bank transfer	Credit & Debit Card	WU Agent
Afghanistan	AFN			Yes	
Albania	ALL			Yes	
Algeria	DZD			Yes	
Anguilla	XCD			Yes	
Antigua & Barbuda	XCD			Yes	
Argentina	ARS			Yes	
Armenia	AMD			Yes	
Australia	AUD	Poli	Yes	Yes	
Azerbaijan	AZN			Yes	
Austria	EUR	Sofort	Yes	Yes	
Bahamas	BSD			Yes	
Bahrain	BHD		Yes	Yes	
Bangladesh	BHD		Yes	Yes	
Barbados	BBD			Yes	
Belgium	EUR	Sofort	Yes	Yes	
Belize	BZD			Yes	
Bermuda	BMD			Yes	



Country	Supported Currency	Alternative payment method	Local currency bank transfer	Credit and Debit Card	WU Agent
Bolivia	BOB			Yes	
Brazil	BRL		Yes	Yes	
Brunei	BND			Yes	
Bulgaria	BGN	Trustly	Yes	Yes	
Canada	CAD		Yes	Yes	
Chile	CLP		Yes	Yes	
China	RMB	Alipay, Union-Pay, ChinaPay, Geoswift	Yes	Yes	
Colombia	COP			Yes	
Costa Rica	CRC			Yes	
Croatia	HRK			Yes	
Cyprus	EUR		Yes	Yes	
Czech Republic	CZK	Trustly	Yes	Yes	
Denmark	DKK		Yes	Yes	
Dominica	XCD			Yes	
Dominican Republic	DOP			Yes	
Egypt	EGP			Yes	
Estonia	EUR	Trustly	Yes	Yes	
Finland	EUR	Trustly	Yes	Yes	
France	EUR		Yes	Yes	
Germany	EUR	Sofort	Yes	Yes	
Guatemala	GTQ			Yes	
Greece	EUR		Yes	Yes	
Grenada	XCD			Yes	
Honduras	HNL			Yes	
Hong Kong	HKD	UnionPay	Yes	Yes	
Hungary	HUF	Trustly	Yes	Yes	

Appendix 2 (continued)

WUBS offer local currency bank transfer in 41 currencies and 59 countries.

Country	Supported Currency	Alternative payment method	Local currency bank transfer	Credit and Debit Card	WU Agent
India	INR	India Net Banking	Yes	Yes	Yes
		WU Agent			
Indonesia	IDR			Yes	
Ireland	EUR		Yes	Yes	
Israel	ILS		Yes	Yes	
Italy	EUR		Yes	Yes	
Jamaica	JMD	Sofort		Yes	
Japan	JPY	UnionPay	Yes	Yes	
Jordan	JOD			Yes	
Kazakhstan	KZT			Yes	
Kenya	KES		Yes	Yes	
South Korea	KRW		Yes	Yes	
Kuwait	KWD		Yes	Yes	
Lebanon	LBP			Yes	
Latvia	EUR		Yes	Yes	
Liberia	LRD	Trustly		Yes	
Lithuania	EUR		Yes	Yes	
Luxembourg	EUR		Yes	Yes	
Macau	MOP	Trustly		Yes	
Malaysia	MYR			Yes	
Malta	EUR		Yes	Yes	
Mauritius	MUR	Trustly		Yes	
Mexico	MXN		Yes	Yes	
Monteserat	XCD			Yes	
Morocco	MAD		Yes	Yes	
Namibia	NAD		Yes	Yes	
New Zealand	NZD		Yes	Yes	

Country	Supported Currency	Alternative payment method	Local currency bank transfer	Credit and Debit Card	WU Agent
Norway	NOK	Trustly	Yes	Yes	
Oman	OMR		Yes	Yes	
Pakistan	PKR			Yes	
Panama	PAB			Yes	
Peru	PEN			Yes	
Phillipines	PHP			Yes	
Poland	PLN	Trustly	Yes	Yes	
Portugal	EUR	Trustly	Yes	Yes	
Qatar	QAR		Yes	Yes	
Romania	RON	Trustly	Yes	Yes	
Russia	RUB		Yes	Yes	
Saint Kitts & Nevis	XCD			Yes	
Saint Lucia	XCD			Yes	
Saint Vincent & The Grenadines	XCD			Yes	



Appendix 2 (continued)

WUBS offer local currency bank transfer in 41 currencies and 59 countries.

Country	Supported Currency	Alternative payment method	Local currency bank transfer	Credit and Debit Card	WU Agent
Saudi Arabia	SAR		Yes	Yes	
Seychelles	SCR			Yes	
Singapore	SGD		Yes	Yes	
Slovakia	EUR	Trustly	Yes	Yes	
Slovenia	EUR	Trustly	Yes	Yes	
South Africa	ZAR		Yes	Yes	
Spain	EUR	Sofort	Yes	Yes	
Sri Lanka	LKR			Yes	
Sweden	SEK	Trustly	Yes	Yes	
Switzerland	CHF		Yes	Yes	
Tahiti	TWD			Yes	
Thailand	THB			Yes	
The Netherlands	EUR	Ideal	Yes	Yes	
Trinidad & Tobago	TTD			Yes	
Tunisia	TND		Yes	Yes	
Turkey	TRY		Yes	Yes	
Ukraine	UAH			Yes	
United Arab Emirates	AED		Yes	Yes	
United Kingdom	GBP		Yes	Yes	
United States	USD		Yes	Yes	
Vietnam	VND			Yes	
Yemen	YER			Yes	

Appendix 3 Alternative Payment Methods (APMS)

Method	Available for:	Currency Supported	Payment Method
Sofort	UK, Germany, Italy, Spain, Belgium, Austria	EUR, GBP	Online
Poli	Australia, New Zealand	AUD, NZD	Online
iDeal	Netherlands	EUR	e-commerce
Trustly	Sweden, Denmark, Poland, Finland, Norway, Bulgaria, Greece, Portugal, Croatia, Czech Republic, Ireland, Romania, Slovakia, Slovenia, Lithuania, Latvia, Estonia, Hungary.	MULTIPLE	cross-border payments to and from consumer bank accounts at over 3,000 banks in multiple European markets
India Net banking	India	INR	Online
China Pay E-banking	China	RMB	Bank transfer
China Union Pay	China	RMB	Online via UnionPay card
AliPay	China	RMB	e-Wallet



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**LSE Fees, Income and
Credit Control Office**

Lionel Robbins Building
5th Floor, Houghton Street
London WC2A 2AE

+44 (0)20 7955 7765

fees@lse.ac.uk