THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

USING THE STUDENT PAYMENT PORTAL

Contents

Using the Student Payment Portal

This guide should be read in conjunction with My LSE Finance Guide.
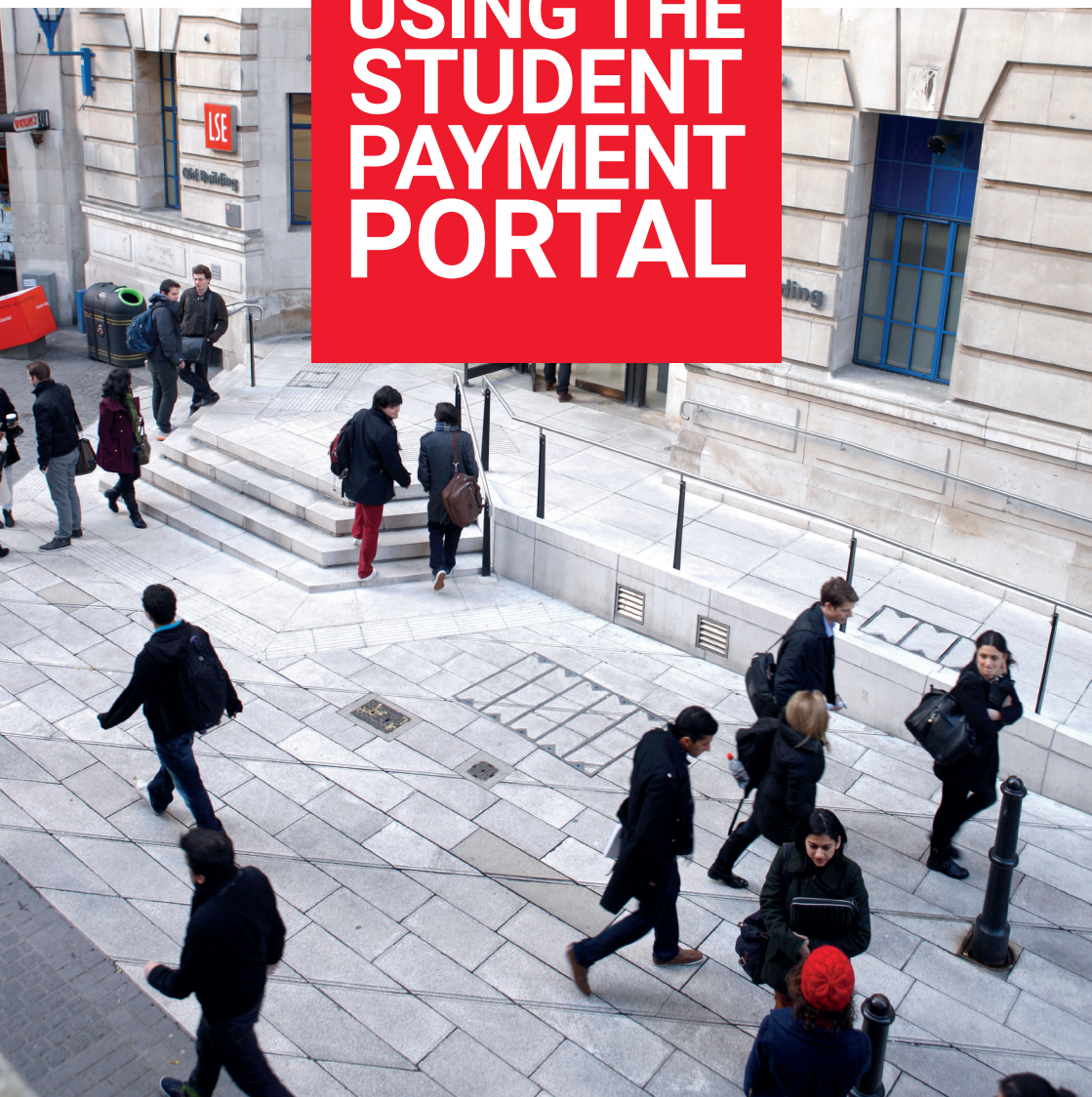
Security and authentication

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).

LSE Identity Provider

Login using your LSE username and password:

Username:

Password: ••••••••••

LOGIN

Forgot username or password | Login Help | Cookies?

LSE Central Authentication Service

For security reasons, please LOG OUT and CLOSE ALL browser windows when you are finished accessing services.

It is recommended that you close each session after you have reviewed or made a payment against your account. You can close the session by navigating to the top right of the webpage and clicking on the dropdown next to your initials, then select logout.

The payments page is grouped into three areas:

- Tuition Fees,
- Accommodation fees,
- Short Courses including Summer School.
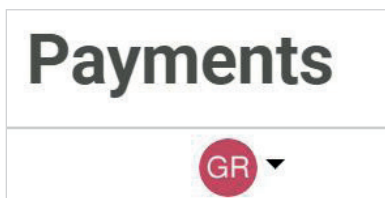
The portal itemises your invoices to pay, to pay the invoice in full select the Pay whole amount button.
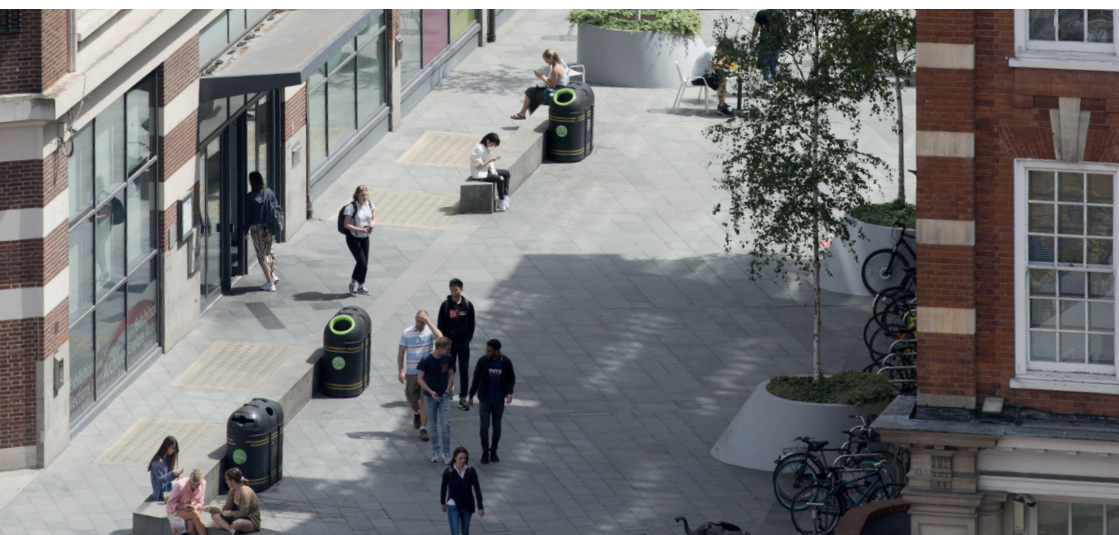
Tuition Fees

Item	Invoice Date	Due Date	Original amount (GBP)	Outstanding amount (GBP)	Pay whole amount?
Invoice SRI014752	18-Jun-2019	01-Oct-2018	26,976.00	26,976.00	◯ To pay now

If you would like to pay another value, enter the sum in the box labelled To Pay Now.

Tuition Fees

Item	Invoice Date	Due Date	Original amount (GBP)	Outstanding amount (GBP)	Pay whole amount?
Invoice SRI014752	18-Jun-2019	01-Oct-2018	26,976.00	26,976.00	◯ To pay now

Selecting multiple invoices

You can select multiple invoices to pay across all types of fees, examples: Select Tuition and Accommodation fee invoices. Again you can choose to pay whole amount or partial amount.

In the example below a Short Course fee part payment and Accommodation full fee payment have been selected.

As you select invoices to pay your basket will update automatically and display an aggregated total, this will pass through to the payment providers' webpage when you are ready to proceed with payment.

You can reset the invoices you have selected to pay by navigating to the top of the payment page and clicking reset.

If you wish to keep a copy of your basket you should select the Print button at the bottom of the payment page before you select your payment option.

Select payment option

You can select to pay by card or by Wire.

Pay by card   Pay by wire

Credit/Debit card

If you select to pay by card you will be passed to the Secure Trading payment page, you should select your preferred payment method. Once you have chosen your payment method, you will be required to enter payment details, you should follow the prompts.

PAYMENTS SECURED BY
secure // trading

Order reference: ST-1567755865426|201401440
Merchant name: LSE

Please select your payment method

VISA Credit VISA Debit VISA Electron VISA Purchasing V PAY mastercard

mastercard debit maestro PayPal

Please make sure that you select the correct payment type.

VISA Credit   VISA Debit   VISA Electron   VISA Purchasing

V PAY   mastercard   mastercard debit   maestro

PayPal

Order reference:*ST-1567755865426|201401440*

Merchant name:*LSE*

Select a logo to choose a different payment method

Billing Details *(Edit)*

Glenn BURKE

United Kingdom

Payment Details

Card number *

Expiry date *

▼   ▼

Security code *

Security code is on the back of your card

AUTHORISED SIGNATURE   *J Bloggs*   0000   123

NOT VALID UNLESS SIGNED

VISA Credit   Verified by **VISA**

You can select to pay in your currency or the merchant (LSE) currency, if you select to pay in your currency the exchange rate and associated charges are fully transparent.

Currency Details

◉ Pay in your currency (USD) **$9098.57**

The exchange rate of 1.2270 is based on Reuters wholesale interbank rate plus a 2.50% international conversion margin as returned on 2019-09-06. This is not an additional fee, and replaces currency conversion charges normally applied.

The currency conversion service is provided by FEXCO Merchant Services.

○ Pay in the merchant currency (GBP) **£7415.30**

If GBP is not the currency of the card, the exchange rate will be determined by your card issuer at a later date without further consultation.

Cardholder choice is final.

[**Pay Securely**]

If your payment was successful you will see a confirmation page displaying a successful message, you will also be sent an email receipt from our partner Secure Trading.

If you payment is declined is recommended that you contact your card issuer.

PAYMENTS SECURED BY
secure // trading

✅ **Successful**

Receipt

Transaction reference:	Order reference:
2-9-4183491	ST-1567755865426|201401440
Auth code:	Payment type:
TEST82	Visa
Card number:	Merchant name:
############0211	LSE

Conversion Details

Transaction amount: $9098.57

Transaction currency: USD

Exchange rate: 1.2270

Margin: 2.50%

Bank: Reuters wholesale interbank

The exchange rate of 1.2270 is based on Reuters wholesale interbank rate plus a 2.50% international conversion margin as returned on 2019-09-06. This is not an additional fee, and replaces currency conversion charges normally applied.

I recognise that I was given a choice of payment currencies and that I could have paid in GBP £7415.30 . I accept the Exchange Rate used to perform the currency conversion and that my decision to pay in USD is final.

The currency conversion service is provided by FEXCO Merchant Services.

Pay by Wire

If you select to pay by wire you will be passed to the Western Union payment page, an aggregated total will be passed from the LSE payment page. The page will default to 'Paying fees from United Kingdom', if you wish to settle fees using a different currency please select from the listed countries.

There are 41 currencies and 59 countries available.

Once you have selected where you are paying from you should then select Get a quote.

Once you click Get a quote you will progress to Stage 1, based on where you are paying from (Country) you will be presented with a number of options.

Select your preferred payment option. You are now ready to progress to Stage 2.

1. Choose a way to pay

	Takes 3-4 days on average upon payment	1,649.25 EUR
	Make your payment from any bank	1,492.80 GBP
Bank Transfer	Includes 0 EUR bank fee	
	Quote valid for 72 hours	**Select**
	+ How it works	

	Takes 3-4 days on average upon payment	1,821.22 USD
	Make your payment from any bank	1,492.80 GBP
Bank Transfer	Includes 0 USD bank fee	
	Quote valid for 72 hours	**Select**
	+ How it works	

	Takes 2-3 days upon payment	1,492.80 GBP
SOFORT Internet Banking	Pay online from your bank account using internet banking	1,492.80 GBP
	Maximum payment limits may apply. Please check with your bank.	**Select**

Stage 2 will display your personal information including your LSE ID, name and email address.

2. Student's Details

This is to identify the correct student details

Student Number *

201401440

Student First Name *

Glenn

Student last name *

Kumal

Email Address *

g.kumal@lse.ac.uk

Next you will be asked for the payer's details

Next

Our Payment Partners are required to collect information to process the payment, if you select student your name and email will update automatically, you will be required to enter your address and name of your bank.

3. Payer's Details

We require this information to process your payment

Who will be making this payment?

Student	●
Someone else	○

Payer's personal details

Payer name*

Enter payer name

Payer's email address *

This is to send confirmation of this payment

Enter email

Payer's billing address

Payer's address 1*

Enter address 1

Payer's address 2

Enter address 2

City *

If someone else is paying on your behalf you are required to enter your relationship with the payer.

What is your relationship to the student?

Family	○
Agent	○
Organization	○
Sponsor	○

Once you have entered the details, you need to agree to terms of use by ticking the box at the bottom of the payment page and then you can select proceed to payment.

I agree to the Terms of Use and have reviewed the Online Privacy Statement ✓

Proceed to payment

You will either be provided with payment instructions or directed to make payment, you should print the instructions or proceed to make payment via online banking.

Step 4 of 4

4. Make Payment

⊘ Please print payment instructions and contact your bank or financial institution (online, phone or in-person).

⊘ Please initiate your payment as soon as possible.

Print Instructions

♡ Ensure funds are received by (08:54 am 09/09/2019) so we can credit funds to your institution on time and in full.

♡ To ensure that your institution receives your funds, the Reference Number EGB12345-PT59351 must be included in your payment.

Note: Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the (72) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Western Union Business Solutions. This bank account is used to receive payments on behalf of your institution.

The payment is not automatic, you will need to follow the instructions to ensure the payment is made to the LSE.

You can track your payment by clicking on track your payment link at the top of the page, you will need to enter your payment reference. You can also receive SMS(Text) updates, you will need to enter your mobile number in the box 'Notify me by SMS' box at the bottom of the page.

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