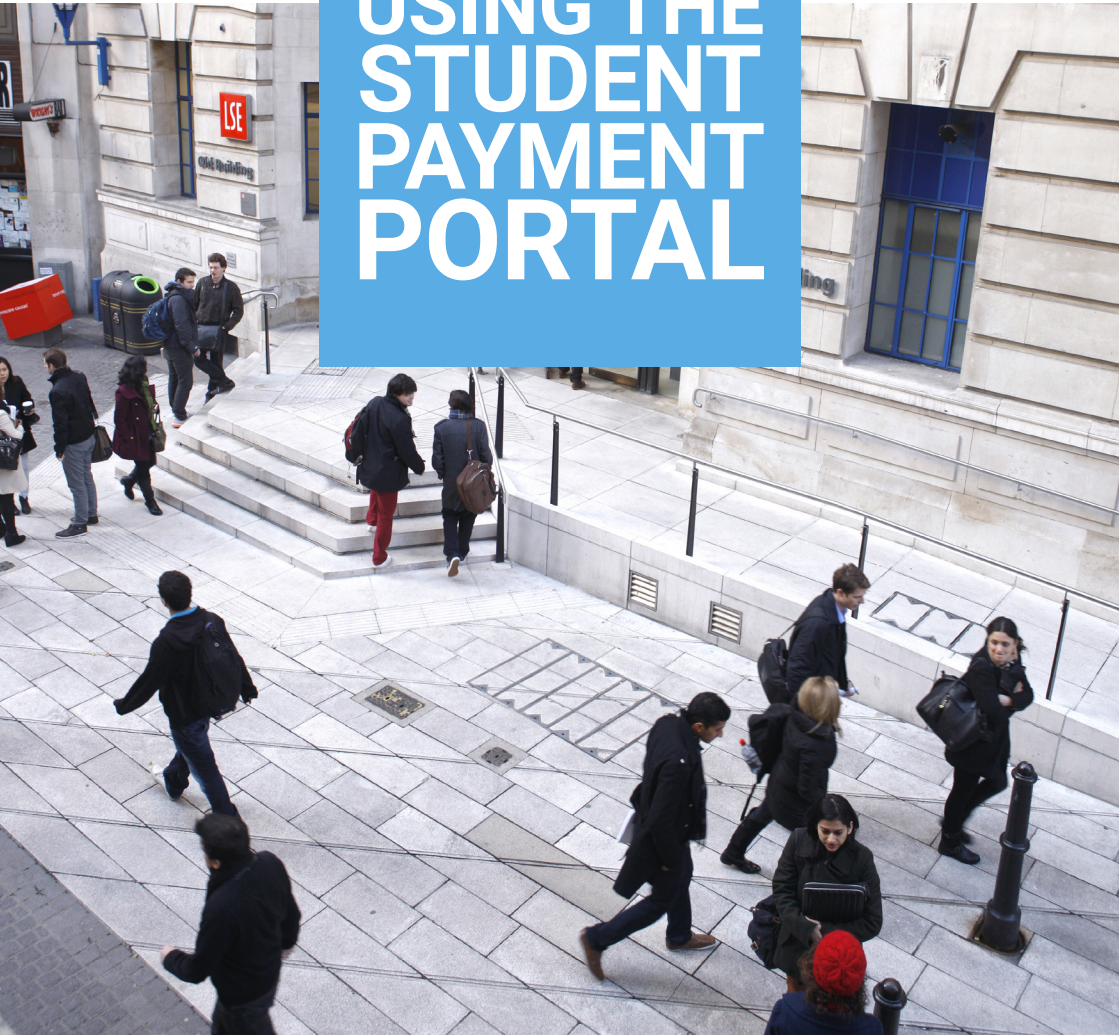




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



USING THE STUDENT PAYMENT PORTAL



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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:

[Forgot username or password](#) | [Login Help](#) | [Cookies?](#)

LSE Central Authentication Service

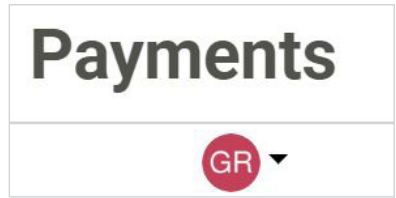
For security reasons, please LOG OUT and CLOSE ALL browser windows when you are finished accessing services.

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.

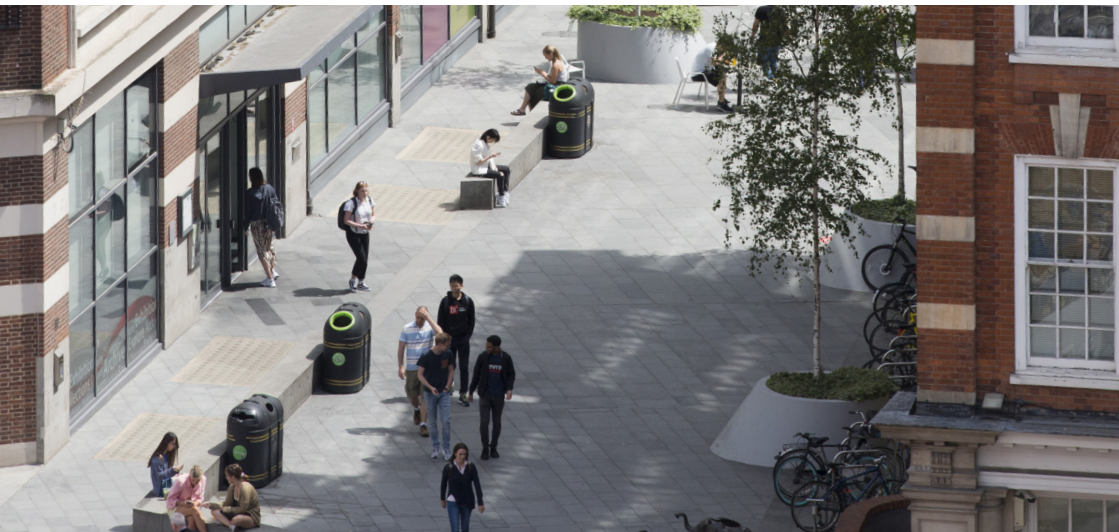
Tuition Fees

| 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 | <input type="checkbox"/> To pay now <input type="text"/> |

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 | <input type="checkbox"/> To pay now <input type="text"/> |





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.

Short Courses (Including Summer School)

| Item | Invoice Date | Due Date | Original amount (GBP) | Outstanding amount (GBP) | Pay whole amount? |
|----------------------|--------------|-------------|-----------------------|--------------------------|---|
| Invoice SRI027878 | 18-Jul-2019 | 04-Feb-2019 | 6,700.00 | 6,700.00 | <input checked="" type="checkbox"/> Added To pay now 6,700.00 |

Item: Advance Payments, Currency: GBP

To pay now:

Select this option to make an advance payment against your Short Course fees

Accommodation fees

| Item | Invoice Date | Due Date | Original amount (GBP) | Outstanding amount (GBP) | Pay whole amount? |
|----------------------|--------------|-------------|-----------------------|--------------------------|---|
| Invoice SRI010909 | 18-Jun-2019 | 05-Apr-2019 | 715.30 | 715.30 | <input checked="" type="checkbox"/> Added To pay now 715.30 |

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.

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.

Total : £6,800.00

Pay by card

Pay by wire

Print



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 TRU//ST Payments 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.

The payment methods are for illustration purposes only.



Amount: \$34.32 USD

Order reference: ST-1627395235169, [REDACTED]

Merchant name: LONDON SCHOOL OF ECONOMICS & POLITICAL SCIENCE

Please select your payment method



Please make sure that you select the correct payment type.



Amount: \$34.32 USD

Order reference: ST-

1627395235169

Merchant name: LONDON SCHOOL OF
ECONOMICS & POLITICAL SCIENCE



Select a logo to choose a different
payment method

Billing Details (Edit)

[Redacted]

United Kingdom

Delivery Details (Edit)

Use same details

[Redacted] 34.32

test@mail.com25

Payment Details

Card number *

Expiry date *

Security code *

Security code is on the back of your card



Pay Securely

* Indicates a required field



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

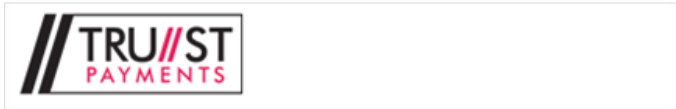
- Pay in your currency (USD) **\$9098.57**
 The exchange rate of 1.2270 is based on Reuters wholesale interbank rate plus a 2.50% international conversion margin as returned on 2019-09-06. This is not an additional fee, and replaces currency conversion charges normally applied.
 The currency conversion 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 TRU//ST Payments.

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



✓ Successful

Receipt

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

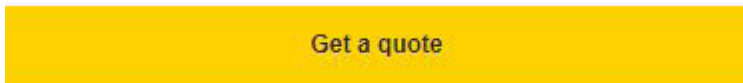
**PAY STUDENT FEES
WITH YOUR HOME
CURRENCY**

Paying fees from
United Kingdom

Total Amount Due
GBP 1492.8

Get a quote

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.

Step 1 of 4

1. Choose a way to pay

| | | |
|---|---|--|
|  Bank Transfer | <ul style="list-style-type: none">⌚ Takes 3-4 days on average upon payment✓ Make your payment from any bank✓ Includes 0 EUR bank fee💡 Quote valid for 72 hours <p>+ How it works</p> | <p>1,649.25 EUR 1,492.80 GBP</p> <p>Select</p> |
|  Bank Transfer | <ul style="list-style-type: none">⌚ Takes 3-4 days on average upon payment✓ Make your payment from any bank✓ Includes 0 USD bank fee💡 Quote valid for 72 hours <p>+ How it works</p> | <p>1,821.22 USD 1,492.80 GBP</p> <p>Select</p> |
|  Internet banking | <ul style="list-style-type: none">⌚ Takes 2-3 days upon payment✓ Pay online from your bank account using internet banking💡 Maximum payment limits may apply. Please check with your bank. | <p>1,492.80 GBP 1,492.80 GBP</p> <p>Select</p> |

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

Step 2 of 4

2. Student's Details

This is to identify the correct student details

Student Number *

Student First Name *

Student last name *

Email Address *

💡 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.

Step 3 of 4

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.

WESTERN UNION BUSINESS Make your payment Track your payment Tips & FAQs EN ▾

You have 3 days left before your quote expires

Waiting for your payment

Your reference
EGB12345-PT59351

Payment Status

Waiting for payment
To be received by
09/09/2019

Start New Quote

Notify me by SMS

We'll send you an SMS when your payment is sent to your institution. We won't use your mobile number for anything else.

▾ +44 **Submit** ?





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