



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 Convera to administer online payment transactions, for further information please visit [info.lse.ac.uk/convera](https://info.lse.ac.uk/convera)

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 portal<sup>1</sup> ([lseportal.force.com/payments/s/fees](https://lseportal.force.com/payments/s/fees)).

You can make payment once you have been advised that you have an offer and your account is created in School's finance system.

You can select the Advance Pay option in the payment portal, this option allows you to pay in advance against a specific invoice type such as tuition or accommodation fees.

You can pay in full or part prior to your registration at the School.

Students who have not paid in full after registration will be placed on a termly payment plan. You can access your payment plan via the payment plan tile in the Finance Hub

Payment dates for Standard Programmes are October 28th, January 28th and April 28th of each academic year.

Instalment options for Executive Programmes can vary and it is recommended you visit the following page for further information:

[info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Instalment-options-Executive-Programmes](https://info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Instalment-options-Executive-Programmes)

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.

There are 2 payment options available in the portal:

**Payment in Advance:** If you wish to make a payment in advance of registering on your programme 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.

**Payment when invoiced:** Currently invoices are only generated after you register. Once your invoice has been generated 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.

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



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 please select the Pay now option.

**Note:** If you have agreed an amended or extended payment plan, the new plan dates will not display in the payment portal. You can access full details of payment plans in the Finance Hub.





# Payment options:

## Bank Transfer, Credit or Debit Card and eWallet Payment Methods (Convera GlobalPay for Students)

**convera**

LSE proudly partners with Convera to offer you a simple, secure, and smart way to pay your fees online via bank transfer, credit or debit card and eWallet. Convera's platform is trusted by 800+ institutions worldwide to enable payments in 140+ currencies across 200+ countries and territories. You can access the LSE international payments platform: Convera GlobalPay for Students by logging onto the school's Student Payment Portal ([lseportal.force.com/payments/s/fees](https://lseportal.force.com/payments/s/fees)).

All payments should be settled by using the Pay Now option in the Student Payment Portal. This includes GBP to GBP settlements.

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.

## Price Comparison

The GlobalPay for Students Platform displays a range of quotes for each payment method, this enables the payer to select the most cost-effective payment option before making a payment.

## Wire transfers, Open Banking and Alternative Payment Methods

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

## Credit/Debit Cards

Card Payments may be quicker and convenient but may be more expensive. We highly recommend that you read the terms of and conditions of your card agreement prior to making a payment.

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](https://lseportal.force.com/payments/s/fees)). All fees are published by the School and are payable in pounds (GBP, £) sterling, unless otherwise stated.

## Benefits

- Pay fees in your local currency online or by bank transfer without any merchant fees, international foreign exchange charges, or any other bank charges
- Pay online or by bank transfer; no need to go to a Western Union retail agent
- Secure, intuitive, and mobile-friendly interface for a seamless payment experience
- Use convenient payment options including AliPay, WeChat, Trustly, Klarna, Poli etc





- Get price and payment options upfront with a price comparison tool
- Use multi-lingual platform – English, Spanish, French, Chinese (Traditional), Chinese (Simplified), Hindi, Indonesian, Korean, Arabic, Japanese and Portuguese
- Track your payment status at every step by text and email
- Get peace of mind knowing your payments are received in full by LSE
- Get 24/7 chat support on the platform.



## Price Promise



Convera are confident that their rates are competitive but if you find a lower total price offered by your bank, we will honour that price giving you peace of mind you are getting a great deal. For further details visit our [Price Promise webpage](#).

## 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                                    |



# 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: [info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Finance-Hub](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
- View U.S. Federal Loans (if applicable)
- Submit refund request for overpayments
- Submit a question
- Make a payment
- 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.<sup>2</sup>

## My Details:

The tile will display a summary of your personal details including contact address, email, phone number and your current programme.

The tile will also display if you have provided third party consent, if there are any restrictions on your account for non payment of tuition fees and bank account details submitted for payment of an LSE scholarship where applicable

## 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.

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.

<sup>2</sup> 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.





## 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: [lseportal.force.com/payments/s/fees](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: [info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Debt-and-Credit-Management](https://info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Debt-and-Credit-Management)

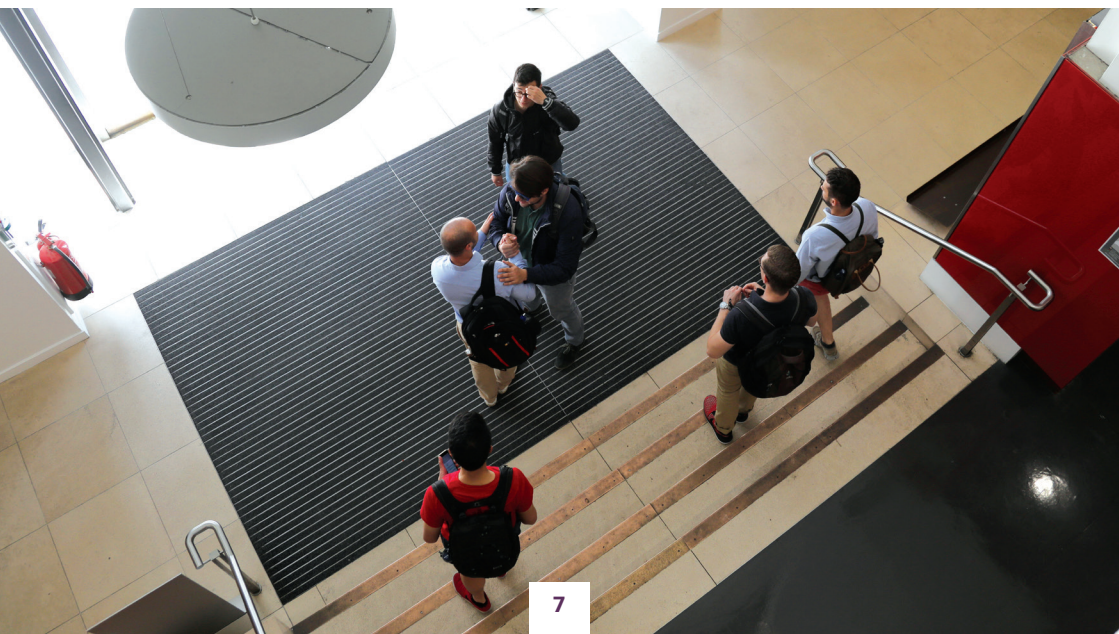
## Bank details

You can securely submit your U.K bank details so the school can pay your maintenance scholarships where applicable.

Once you submit your bank details they will be assessed and updated in the Schools finance system. Once the details have been validated, you will be able to view them via the My details tile.

For further information please visit the Financial Support Office website: [info.lse.ac.uk/current-students/financial-support?from\\_serp=1](https://info.lse.ac.uk/current-students/financial-support?from_serp=1)

**Note:** This tile should not be used for submitting bank details for U.S. Federal loans or for requesting a refund.





# 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 ([lseapps.secure.force.com/form?formid=217915](https://lseapps.secure.force.com/form?formid=217915)).

## Prospective students

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

We offer a range of support services for further information please visit our Contact us web page [lse.ac.uk/ficc](https://lse.ac.uk/ficc)





# Appendices

## Appendix 1 Convera supported currencies

| Country*         | Supported Currency | Alternative payment method | Local currency bank transfer |
|------------------|--------------------|----------------------------|------------------------------|
| Afghanistan      | AFN                |                            |                              |
| Albania          | ALL                |                            |                              |
| Algeria          | DZD                |                            |                              |
| Angola           | AOA                |                            |                              |
| Anguilla         | XCD                |                            |                              |
| Antigua & Baruda | XCD                |                            |                              |
| Argentina        | ARS                |                            |                              |
| Armenia          | AMD                |                            |                              |
| Australia        | AUD                | POLi                       | Y                            |
| Austria          | EUR                | Sofort                     | Y                            |
| Azerbaijan       | AZN                |                            |                              |
| Bahamas          | BSD                |                            |                              |
| Bahrain          | BHD                |                            | Y                            |
| Bangladesh       | BDT                |                            |                              |

\* Please note this list is subject to change and some payment options may not be live yet in your country.





## Appendix 1 Convera supported currencies (continued)

| Country*                 | Supported Currency | Alternative payment method             | Local currency bank transfer |
|--------------------------|--------------------|--|------------------------------|
| Barbados                 | BBD                |  |                              |
| Belgium                  | EUR                | Sofort                                 | Y                            |
| Belize                   | BZD                |  |                              |
| Bermuda                  | BMD                |  |                              |
| Bolivia                  | BOB                |  |                              |
| Botswana                 | BWP                |  | Y                            |
| Brazil                   | BRL                |  | Y                            |
| Brunei                   | BND                |  |                              |
| Bulgaria                 | BGN                | Trustly                                | Y                            |
| Cambodia                 | KHR                |  |                              |
| Cameroon                 | XAF                |  |                              |
| Canada                   | CAD                |  | Y                            |
| Cayman Islands           | KYD                |  |                              |
| Central African Republic | XAF                |  |                              |
| Chad                     | XAF                |  |                              |
| Chile                    | CLP                |  | Y                            |
| China                    | RMB                | AliPay, UnionPay, ChinaPay, WeChat Pay | Y                            |
| Colombia                 | COP                |  | Y                            |
| Costa Rica               | CRC                |  |                              |
| Croatia                  | HRK                |  | Y                            |
| Curaçao and Sint Maarten | ANG                |  |                              |
| Cyprus                   | EUR                |  | Y                            |
| Czech Republic           | CZK                |  | Y                            |
| Denmark                  | DKK                | Trustly                                | Y                            |
| Dominica                 | XCD                |  |                              |

\* Please note this list is subject to change and some payment options may not be live yet in your country.



## Appendix 1 Convera supported currencies (continued)

| Country*           | Supported Currency | Alternative payment method | Local currency bank transfer |
|--------------------|--------------------|----------------------------|------------------------------|
| Dominican Republic | DOP                |                            |                              |
| Egypt              | EGP                |                            |                              |
| Equatorial Guinea  | XAF                |                            |                              |
| Estonia            | EUR                | Trustly                    | Y                            |
| Fiji               | FJD                |                            |                              |
| Finland            | EUR                | Trustly                    | Y                            |
| France             | EUR                |                            | Y                            |
| Gabon              | XAF                |                            |                              |
| Georgia            | GEL                |                            |                              |
| Germany            | EUR                | Sofort                     | Y                            |
| Ghana              | GHS                |                            | Y                            |
| Greece             | EUR                |                            | Y                            |
| Grenada            | XCD                |                            |                              |
| Guatemala          | GTQ                |                            |                              |
| Honduras           | HNL                |                            |                              |
| Hong Kong          | HKD                | UnionPay                   | Y                            |
| Hungary            | HUF                | Trustly                    | Y                            |
| Iceland            | ISK                |                            |                              |
| India              | INR                | WU Agent                   | Y                            |
| Indonesia          | IDR                |                            | Y                            |
| Ireland            | EUR                | Trustly                    | Y                            |
| Israel             | ILS                |                            | Y                            |
| Italy              | EUR                | Sofort                     | Y                            |
| Jamaica            | JMD                |                            | Y                            |
| Japan              | JPY                | UnionPay                   | Y                            |
| Jordan             | JOD                |                            | Y                            |

\* Please note this list is subject to change and some payment options may not be live yet in your country.





## Appendix 1 Convera supported currencies (continued)

| Country*   | Supported Currency | Alternative payment method | Local currency bank transfer |
|------------|--------------------|----------------------------|------------------------------|
| Kazakhstan | KZT                |                            |                              |
| Kenya      | KES                |                            | Y                            |
| Kuwait     | KWD                |                            | Y                            |
| Latvia     | EUR                | Trustly                    | Y                            |
| Lebanon    | LBP                |                            |                              |
| Liberia    | LRD                |                            |                              |
| Lithuania  | EUR                | Trustly                    | Y                            |
| Luxembourg | EUR                |                            | Y                            |
| Macau      | MOP                |                            |                              |
| Malaysia   | MYR                |                            |                              |

\* Please note this list is subject to change and some payment options may not be live yet in your country.





## Appendix 1 Convera supported currencies (continued)

| Country*              | Supported Currency | Alternative payment method | Local currency bank transfer |
|-----------------------|--------------------|----------------------------|------------------------------|
| Maldives              | MVR                |                            |                              |
| Malta                 | EUR                |                            | Y                            |
| Mauritius             | MUR                |                            |                              |
| Mauritius             | MUR                |                            | Y                            |
| Mexico                | MXN                |                            | Y                            |
| Montserrat            | XCD                |                            |                              |
| Morocco               | MAD                |                            | Y                            |
| Mozambique            | MZN                |                            |                              |
| Namibia               | NAD                |                            |                              |
| Nepal                 | NPR                |                            | Y                            |
| New Zealand           | NZD                | POLi                       | Y                            |
| Nigeria               | NGN                |                            | Y                            |
| Norway                | NOK                | Trustly                    | Y                            |
| Oman                  | OMR                |                            | Y                            |
| Pakistan              | PKR                |                            |                              |
| Panama                | PAB                |                            |                              |
| Papua New Guinea      | PGK                |                            |                              |
| Paraguay              | PYG                |                            |                              |
| Peru                  | PEN                |                            |                              |
| Philippines           | PHP                |                            | Y                            |
| Poland                | PLN                |                            | Y                            |
| Portugal              | EUR                | Trustly                    | Y                            |
| Qatar                 | QAR                |                            | Y                            |
| Republic of the Congo | XAF                |                            |                              |
| Romania               | RON                | Trustly                    | Y                            |
| Saint Kitts & Nevis   | XCD                |                            |                              |

\* Please note this list is subject to change and some payment options may not be live yet in your country.





## Appendix 1 Convera supported currencies (continued)

| Country*          | Supported Currency | Alternative payment method | Local currency bank transfer |
|-------------------|--------------------|----------------------------|------------------------------|
| Saint Lucia       | XCD                |                            |                              |
| Saint Vincent     | XCD                |                            |                              |
| Samoa             | WST                |                            |                              |
| Saudi Arabia      | SAR                |                            | Y                            |
| Seychelles        | SCR                |                            |                              |
| Singapore         | SGD                |                            | Y                            |
| Slovakia          | EUR                | Trustly                    | Y                            |
| Slovenia          | EUR                | Trustly                    | Y                            |
| Solomon Islands   | SBD                |                            |                              |
| South Africa      | ZAR                |                            | Y                            |
| South Korea       | KRW                |                            | Y                            |
| Spain             | EUR                | Sofort                     | Y                            |
| Sri Lanka         | LKR                |                            |                              |
| Sweden            | SEK                | Trustly                    | Y                            |
| Switzerland       | CHF                |                            | Y                            |
| Taiwan            | TWD                |                            |                              |
| Tanzania          | TZS                |                            |                              |
| Thailand          | THB                |                            | Y                            |
| The Grenadines    | XCD                |                            |                              |
| The Netherlands   | EUR                | Ideal                      | Y                            |
| Tonga             | TOP                |                            |                              |
| Trinidad & Tobago | TTD                |                            |                              |
| Tunisia           | TND                |                            |                              |
| Turkey            | TRY                |                            | Y                            |
| UAE               | AED                |                            | Y                            |

\* Please note this list is subject to change and some payment options may not be live yet in your country.



### Appendix 1 Convera supported currencies (continued)

| Country* | Supported Currency | Alternative payment method | Local currency bank transfer |
|----------|--------------------|----------------------------|------------------------------|
| Uganda   | UGX                |                            | Y                            |
| UK       | GBP                | Sofort                     | Y                            |
| Ukraine  | UAH                |                            |                              |
| Uruguay  | UYU                |                            |                              |
| USA      | USD                |                            | Y                            |
| Vietnam  | VND                |                            | Y                            |
| Yemen    | YER                |                            |                              |
| Zambia   | ZMW                |                            | Y                            |

\* Please note this list is subject to change and some payment options may not be live yet in your country.





## Appendix 2 Alternative Payment Methods

| Method                | Available for:  | Currency Supported | Payment Method           |
|-----------------------|---|--------------------|--------------------------|
| Trustly               | Denmark, Sweden, Lithuania, Luxembourg, Latvia, Cyprus, Estonia, Malta, Hungary, Poland, Finland, Ireland, Slovakia, Slovenia and Romania | Multiple           | Online                   |
| AliPay                | China   | RMB                | e-wallet                 |
| ChinaPay              | China   | RMB                | Bank transfer            |
| ChinaPay              | China   | RMB                | E-Banking                |
| UnionPay              | China, Hong Kong, Japan   | RMB, HKD, JPY      | Online via UnionPay card |
| WeChat Pay            | China   | RMB                | Online                   |
| Geoswift              | China   | RMB                | Bank transfer            |
| Klarna                | UK, Germany, Italy, Spain, Belgium and Austria  | EUR, GBP           | Online                   |
| iDEAL                 | Netherlands   | EUR                | Online                   |
| POLi                  | Australia, New Zealand  | AUD, NZD           | Online                   |
| Offline Bank Transfer | Local currency bank transfer available in 57 countries  | 37 currencies      | Online                   |
| Agent Locations       | India   | INR                | Agent                    |



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