



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.

# Payments

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 <input type="checkbox"/> To pay now 6,700.00

  

Item	Currency	To pay now
Advance Payments	GBP	<input type="text"/>

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 <input type="checkbox"/> 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.

Accommodation fees (Excluding Summer School accommodation fees)	
Item	Currency
Advance Payments	GBP

Select this option to make an advance payment against your Accommodation fees. To pay for Summer School accommodation, visit Summer School accommodation portal instead <https://summerschoolaccommodation.lse.ac.uk>

  

Tuition Fees	
Item	Currency
Advance Payments	GBP

Select this option to make an advance payment against your tuition fees

  

LSE partner with [Conversis](#) to offer you a simple, secure, and smart way to pay your fees online. [Click here for further information.](#)  
Please note that you will only see the aggregated total for your payment on the payment providers' webpages. If you wish to retain a copy of the detailed items you are paying for, please print this screen before proceeding.



Once you are ready to make a payment you should select the Pay now button.

Tuition Fees

Item	Currency	To pay now
Advance Payme ...	GBP	134.00

Select this option to make an advance payment against your tuition fees

Total : **£2,147.00**

[Print](#) [Pay now](#)

LSE partner with [Convera](#) to offer you a simple, secure, and smart way to pay your fees online. [Click here for further information.](#)  
Please note that you will only see the aggregated total for your payment on the payment providers' webpages. If you wish to retain a copy of the detailed items you are paying for, please print this screen before proceeding.





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

convera



When you select "Pay Now" you will be passed to the Convera payment page, where 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 available. Once you have selected where you are paying from, you should then select "Get a quote".

convera Make your payment Track your payment Tips & FAQs

Western Union Business Solutions is now Convera. [Click here to learn more.](#)

PAY STUDENT FEES WITH YOUR HOME CURRENCY

Paying fees from  
United Kingdom

Total Amount Due  
GBP 10

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Get a quote

Trusted by education institutions around the world

Pay in the currency of your choice from over 200 countries and territories

Pay on the move direct from your smartphone or tablet



Once you click “Get a quote”, you will progress to Step 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 Step 2.

**convera** 10.00 GBP 10.00 GBP **CHECKOUT**

Step 1 of 4

### 1. Choose a way to pay

**Option 1: Direct bank payment**  
 10.00 GBP 10.00 GBP  
 Transfer 10.00 GBP to our LSE account  
 You will receive a confirmation email once we have received your payment.  
 It may take up to 2 business days for the payment to be processed.  
 Select this option  
 I have a question about this option

**Option 2: Payment via a bank account using internet banking**  
 10.00 GBP 10.00 GBP  
 You will need to log in to your bank account using internet banking.  
 This option is available for most banks.  
 Select this option  
 I have a question about this option

**Option 3: Payment via a bank account using internet banking**  
 10.00 GBP 10.00 GBP  
 You will need to log in to your bank account using internet banking.  
 This option is available for most banks.  
 Select this option  
 I have a question about this option

**Payment Details**  
 LSE  
 LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

[View more details](#)

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

**convera** 10.00 GBP 10.00 GBP **CHECKOUT**

Step 2 of 4

### 2. Student's Details

This is to identify the current student details

**Student ID\***

**Student First Name\***

**Surname\***

**VLEID\***

**Email Address\***

Have you ever been asked for the paper's details

**Payment Details**  
 LSE  
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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 student details such as address and name of your bank.

**convera** 10.00 GBP 10.00 GBP **CHECKOUT**

Step 3 of 4

### 3. Payer's Details

We require this information to process your payment

**Payment Method**  
 Credit Card  
 Bank Transfer

**Payer's personal details**  
**Name**  
  
  
**Address**  
  
  
  
**Country**  
  
**Phone**

**Payer's billing address**  
**Address**  
  
  
  
**Country**  
  
**Phone**

**Bank details**  
**Bank Name**  
  
**Branch**  
  
**Account Number**  
  
**Routing Number**

**Payment Details**  
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If someone else is paying on your behalf, you are required to enter your relationship with the payer and payer details.

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".

You will either be provided with payment instructions or directed to make payment online. You will be prompted to complete payment by either using the "print instructions" option or via your chosen payment method.





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