Using Student, Family, Sponsor payment portals
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Terms of Use
Use of the Schools payment portals is subject to the terms outlined in the Payment Policy.
Student Payers

Students are automatically granted access to the Student Payment Portal after an offer is issued.

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).

Family Payers

Offer holders and students that have a family member who would like to pay fees on their behalf will need to register the family member on their Financial Undertaking Form.

Note:

- We allow up to 3 active family members to be added to a student account at any one time.
- We do not raise invoices for family payers.
- Family payers can view and pay any invoice generated on the nominated student account, this includes tuition fees, accommodation fees, short courses and pre-registration fees (where applicable).

Family Payers Registration

Once we have verified the students Financial Undertaking form submission you will be sent a registration email (letter reference FAM01). This email will confirm that you have been granted access to a students’ fee payment account, if this is the first time you have used the payment portal you will be required to register. If you have previously registered you can simply click on the login link, this link is included in the registration email. Once you have registered through Salesforce you will be sent an email (letter reference FAM02) confirming that your registration has been successful.
The 3-step process

Step 1 - Registration email

Dear Maggie Majik,

Tina AA-TEST-18810A0D03054DE7 has granted you access to their Fee Payment Account at the London School of Economics and Political Science so you can pay their student fees.

Please click here to view the School's Payment Policy Terms and Conditions prior to registering.

If you have previously set up login details you can login here:

Should you have any questions regarding registration or making a payment please email fees@lse.ac.uk or visit lse.ac.uk/fee

Fees, Income and Credit Control.

Step 2 – Register through Salesforce

Step 3 – Confirmation of successful registration

Dear Tina AA-TEST-18810A0D03054DE7,

Your registration to pay Maggie Majik's fees has been successful.

Please click here to view the School's Payment Policy Terms and Conditions.

Should you have any questions regarding registration or making a payment please email fees@lse.ac.uk or visit lse.ac.uk/fee

Fees, Income and Credit Control.
Offer holders and students that have a sponsor paying their fees will need to register the sponsor on their Financial Undertaking Form.

There are no limits on the number of sponsors that you can add, however the combined value of sponsorship cannot be more than 100% or the total tuition charged for your programme.

**Note:**

- Sponsors can view tuition fee invoices for each student that registers them as an official sponsor via the financial undertaking form process.
- Sponsors can make a payment on account for each student that has recorded them as an official sponsor.
- Sponsors cannot pay for accommodation fees via the sponsor payment portal.

**Sponsor Payers Registration**

Once we have verified the students Financial Undertaking form submission you will be sent a registration email (letter reference SPO01). This email will confirm that we have been informed that your organisation will be sponsoring and paying the tuition fees for students at LSE.

If you are paying for multiple students, you will receive multiple notifications, if this is the first time you have used the sponsor payment portal you will be required to register. If you have previously registered you can simply click on the login link, this link is included in the registration email. Once you have registered through Salesforce you will be sent an email (letter reference SPO02) confirming that your registration has been successful.
The 3-step process

Step 1 - Registration email

Step 2 – Register through Salesforce

Step 3 – Confirmation of successful registration
Logging in

For security reasons both family and sponsor payers will be required to log in and authenticate prior to making a payment, you will need to enter your username and password and a verification code which will be emailed to your registered email address each time you log in. If you have forgotten your password, you can reset it by clicking on the “forgot your password” link on the login page.

Example of verification code email

Please note: 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.
Please note that the contact details in the screenshots below are for illustration purposes only.

**Student Payment Portal**

When you log in you will be presented with any outstanding invoices, instalments and charges. If you have nominated a family payer through the Financial Undertaking form process, you can view active payers by clicking on the Nominated Payers tab.
Family payment Portal

When you first login you will be presented with a list of students for whom you have been nominated as a fee payer, you can select the student you wish to make a payment for.
Confirming your personal details

You will be asked to confirm that your personal information is accurate, if any of this information is incorrect, please email fees@lse.ac.uk. Please note that this information was provided by the student in the Financial Undertaking Form.

You will need to Confirm and Agree.

For Student and family payers 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.

You can also make an advance payment against the income stream by entering a value in the box “To Pay Now”. The advance payment function should be used when you would like to make a payment in advance of an invoice being issued.
# Selecting multiple invoices

You can select multiple invoices to pay across all types of fees, you can choose to pay the whole amount or partial amount. In the example below the accommodation invoice and advance payment has been selected for tuition and short course fees.

## Accommodation fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Original amount</th>
<th>Outstanding amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>19 Jul 2022</td>
<td>18 Aug 2022</td>
<td>GBP 3899</td>
<td>GBP 3099</td>
</tr>
</tbody>
</table>

Pay whole amount?  
- [ ] added  
- [ ] to pay now  
- 0.000.00

## Advance Payment

Currency: GBP

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

## Short Courses (Including Summer School)

<table>
<thead>
<tr>
<th>Item</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Payment</td>
<td>GBP</td>
</tr>
</tbody>
</table>

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

## Tuition Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Payment</td>
<td>GBP</td>
</tr>
</tbody>
</table>

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

Total: £3,099.00

As you select invoices to pay your basket will update automatically and display an aggregated total, this amount 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.

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

Show paid Invoices and email Account Statement

Once an invoice has been paid and settled it will no longer automatically display on the payment page, you can click on the "Show paid invoices" to see any paid/matched invoices.

You can generate an account statement by clicking on the "Email Account Statement" button, the statement will be emailed to your registered email address.
# Statement of Account

Account number: 12368

21 Gas Street  
Mumbai  
indiangastest@gmail.com  

This statement provides a summary of invoices generated on 31/01/2023

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student name</th>
<th>Invoice number</th>
<th>Invoice date</th>
<th>Original amount</th>
<th>Amounts allocated/paid</th>
<th>Amount outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613314/11/2022 14/12/2022 10000.00</td>
<td>0.00</td>
<td>10000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300196 AA-TEST-C4E5141E28184D5F OIN-29614514/11/2022 14/12/2022 50000.00</td>
<td>0.00</td>
<td>50000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613604/01/2023 03/02/2023 562.78</td>
<td>0.00</td>
<td>562.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613704/01/2023 03/02/2023 68.50</td>
<td>0.00</td>
<td>68.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613804/01/2023 03/02/2023 3456.00</td>
<td>0.00</td>
<td>3456.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300187 AA-TEST-090DA140841F428C OIN-29614004/01/2023 03/02/2023 8999.00</td>
<td>0.00</td>
<td>8999.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300187 AA-TEST-090DA140841F428C OIN-29614104/01/2023 03/02/2023 4800.00</td>
<td>0.00</td>
<td>4800.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300187 AA-TEST-090DA140841F428C OIN-29614204/01/2023 03/02/2023 1001.00</td>
<td>0.00</td>
<td>1001.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300187 AA-TEST-090DA140841F428C OIN-29614304/01/2023 03/02/2023 11000.00</td>
<td>0.00</td>
<td>11000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300187 AA-TEST-090DA140841F428C OIN-29614404/01/2023 03/02/2023 6800.00</td>
<td>0.00</td>
<td>6800.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613504/01/2023 03/02/2023 200.00</td>
<td>0.00</td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613404/01/2023 03/02/2023 11000.00</td>
<td>0.00</td>
<td>11000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202300089 AA-TEST-52B6D1289E8D47B1 OIN-29613904/01/2023 03/02/2023 1445.55</td>
<td>0.00</td>
<td>1445.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Original Amount** 118,333  
**Total Outstanding Amount** 118,333  
**Total Paid Amount** 0

**Terms and Conditions**  
The School may withdraw facilities from the student for late payment which may also result in exam results being withheld and/or registration being terminated. For further information on paying fees and for full terms and conditions please see [Student Fees Policy](#), [Credit Management Policy](#) and [Payment Policy](#).  

This statement may not include payments that you have made in the last 5 days, please allow 7-10 days for payments to be processed and allocated to invoices.  

If you have any enquiries about this statement or your account please [email fees@lse.ac.uk](mailto:email fees@lse.ac.uk)
Sponsors Payment Portal

Please note that the contact details in the screenshots below are for illustration purposes only.

When you first login your organisation name will display, click on your sponsor’s name to proceed.

Confirming your personal and organisation details

You will be asked to confirm that your personal information is accurate, if any of this information is incorrect, please email fees@lse.ac.uk. Please note that this information was provided by the student in the Financial Undertaking Form.
The sponsor payment page will list each student that has recorded you as a sponsor, the portal will include the student name and LSE student ID number (example: 202300089).

Note that sponsors can only pay tuition fees.

Student name and ID

Payment on Account

You can also make an advance towards student tuition fees by entering a value in the box "To Pay Now". The advance payment function should be used when you would like to make a payment in advance of an invoice being issued. The advance payment is made at a student level, you can make advance payments for multiple students at the same time.
Pre-registration fees for students on an Executive Programme

Students, sponsors and family payers can pay a Pre-registration fees invoice for selected Executive programmes, a pre-registration invoice will be generated and visible when an offer has be issued, please see the Executive Programme page for further details.

You can select and pay this invoice in the same way you would any other invoice, the payment will be posted to the students Finance Hub Account.

Generating invoices/documents

Students, family members and sponsors can generate invoices and statements.

Documents available to download by payer type:

<table>
<thead>
<tr>
<th>Payer type</th>
<th>Tuition Fee Invoice</th>
<th>Summer School Invoice</th>
<th>Accommodation Invoice</th>
<th>Pre-registration Tuition fee Invoice^</th>
<th>Account Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Family Payer</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Sponsor</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

^ Selected Executive Programmes only

Payers can generate invoices by clicking on the Generate PDF, this is a one-time only action. Once you have generated the document the link status will change from “Generate PDF Document” to “Download invoice”.

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Step 1: Generate the document

Tuition and Accommodation fees payments - Andrew Itoje

Please select the specific invoices you would like to pay, if there are no invoices available and you would like to make an advance payment, please select the advance payment options.

Please note it can take 2-3 business days for card payments to process and 5-7 business days for wire payments to process. If you have any questions about the information contained on this page please contact 0207 107 5555 or submit an enquiry.

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

---

Step 2: Download the Invoice

---

Download Invoice
Example invoice:

<table>
<thead>
<tr>
<th>Accommodation Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
</tr>
<tr>
<td>Due Date:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>LSE Student ID Number</td>
</tr>
<tr>
<td>Academic Year:</td>
</tr>
<tr>
<td>Registration Status:</td>
</tr>
<tr>
<td>Programme Name:</td>
</tr>
<tr>
<td>Fee Status:</td>
</tr>
<tr>
<td>Mode of Study:</td>
</tr>
<tr>
<td>Nominated family payer</td>
</tr>
<tr>
<td>Amount of Fee (VAT exempt):</td>
</tr>
</tbody>
</table>

Terms and Conditions:
The School may withdraw facilities from the student for late payment which may also result in exam results being withheld and/or registration being terminated. For further information on paying fees and for full terms and conditions please see our Student Fees Policy, Credit Management Policy and Payment Policy - info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Debt-and-Credit-Management
Make a payment

We partner with Convera to offer you a simple, secure, and smart way to pay your fees online, you can elect to pay by Bank Transfer, Credit or Debit Card and eWallet Payment Methods (Convera GlobalPay for Students).

When you select “Pay Now” you will be securely redirected to the Convera payment page, where an aggregated total will be passed from the LSE payment page. 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”.

Total: £3,099.00
Amount to pay
3,099.00

[DEMO! - Pay now]
Step 1: 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.
Step 2: Will display your personal information your name and contact email address.

Our Payment Partners are required to collect information to process the payment, you will need to enter you bank 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”.

![Payment form page](image)
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.

3. 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.
- Ensure funds are received by 13:11 pm 06/02/2023 so we can credit funds to your institution on time and in full.

To ensure that your institution receives your funds, the Reference Number EGB13945-P7735388 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 Ltd conducts business under the trading name Compass. This bank account is used to receive payments on behalf of your institution.

Payment Details

- London School of Economics - Tech1 - DEMO ACCOUNT
- Your reference: EGB13945-P7735388
- You are paying: 3,709.36 EUR
- London School of Economics - Tech1 - DEMO ACCOUNT will receive: 3,099.00 GBP
Help and contacting us

Email: fees@lse.ac.uk
Phone: +44 (0)20 7107 5555
Helpdesk: https://lseapps.secure.force.com/form?formid=217915