



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 offer holders 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

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 appropriate payment portals¹

- Offer holders and students who are self-funded and will be paying their fees from their own bank account/credit/debit card will be granted access to the **Student Payment Portal**.
- 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 in the **Financial Undertaking Form**.
- Offer holders and students that have a sponsor paying fees on their behalf will need to register the Sponsor in the **Financial Undertaking Form**.

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

Family and sponsor payers can access and make payment once they have been registered by the student.

Payment Terms

You or your designated payer can pay in full or part prior to your enrolment at the school.

Offer holders/students who have not paid in full after enrolment will be placed on a termly payment plan. You can access your payment plan via the payment plan tile in the **Student Finance Hub**. Payment Plans will normally be available to view in the second week of October.

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

Instalment options for Executive Programmes can vary and it is recommended you visit the following page for further information see the **Executive Payment Plan** webpage.

For further details please refer to the schools **Payment Policy**.

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



Security

For security reasons all users will be required to log in and authenticate prior to making a payment, access to the schools payment portal is subject to the Terms and Conditions set out in the [Payment Policy](#).

Features and functionality

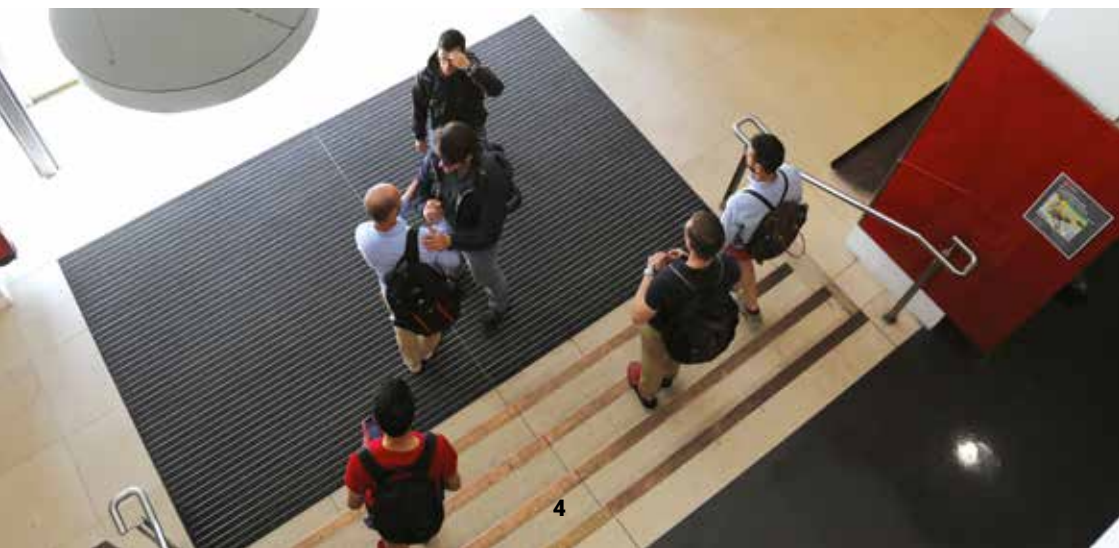
The Payment Portals present a summary of tuition fees, accommodation fees and short courses including Summer School if applicable.

The portal will itemise invoices and include the following key information:

- Invoice number
- Invoice date
- Due date
- Original invoiced amount
- Outstanding amount.

There are 3 payment options available in the portal:

Payment in Advance: If you wish to make a payment in advance of enrolling 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 enrolment. Once invoices has been generated, payers 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.

Pre-registration invoice: 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.

The Payment portal functionality allows you to:

- 1 View and pay for multiple invoices across each stream, the invoices will reflect your payment plan or payment schedule if applicable.
- 2 View nominated family payers when logged in as a student.
- 3 View and download invoices and statements in PDF format.
- 4 Show/hide paid invoices.
- 5 Email Statement of Account to your registered email address.
- 6 Once you make payments against your invoices or instalments the outstanding amount will reduce until you have fully paid the invoice. Once an invoice or instalment has been paid and settled it will no longer automatically display on the payment page.

Please note the payment portal will not update immediately once you have made payment, please see processing times for guidelines on payment settlement times.

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 **Student Finance Hub**.

For further information on how to use the payment portals please refer to the **Student, Family and Sponsor Payment Portal Guidance**.



Payment options

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

The Convera logo, featuring the word "convera" in a white, lowercase, sans-serif font inside a teal rounded rectangle.

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 either the student, family or sponsor payment portal.

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 1.

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. All fees are published by the School and are payable in pounds (GBP, £) sterling, unless otherwise stated.

GBP Card Payments with Non-UK Issued Cards

Converting funds from one currency to another is a relatively low-cost task for a financial services provider, however, transferring those funds across border is far more costly for the end merchant recipient. Foreign exchange providers often charge a foreign exchange margin to cover the costs of the transactions.

We **do not offer** the option to make a payment in GBP with a non-UK issued card as these transactions are expensive to process.

Our partner Convera offer multiple cheaper alternative payment options through GlobalPay for Students, these include Bank transfers and alternative payment methods such as Open Banking or Alipay.

If you have already pre-funded a debit card with GBP, you can pay your fees by selecting the bank transfer option in GlobalPay for Students. We recommend that you review the alternative payment options available to you.

Credit Cards or forex cards: You **should not** pay via a foreign issued credit card. You should elect to pay using your overseas currency only.

Please note: This does not impact pounds sterling (GBP) payments with cards issued in the United Kingdom.



Your options

We strongly recommend that you avoid converting your local currency into GBP and onto a Credit Card and instead:

- Convert and deposit the GBP funds into an accessible bank account where you can make payment to LSE via the GPfS platform by international bank transfer, ensuring you familiarise yourself with any associated transfer procedures and transfer costs that your bank/3rd party may charge.

Or

- Make payment using one of the alternative local currency options provided on GlobalPay for Students platform.

If you require further assistance or support with your payment through the GPfS platform, then please feel free to contact our Customer Support Team.





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	3-4 working days
Wire Transfer	3-5 working days
Online Payment (APM)	3-5 working days



Accessing my financial information

In addition to the functionality available in the payment portals, enrolled students can access financial information about their fees and funding through the **Student Finance Hub**.

The **Student 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.

For further information on how to access and use the **Student Finance Hub** please refer to the Using the **Student Finance Hub Guidance**. In addition to the functionality available in the payment portals, enrolled students can access financial information about their fees and funding through the **Student 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 **Student 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.²

² This list was correct at the time of issue, there may be instances where there will be no access the Student Finance Hub. Please contact Fees, Income and Credit Control if you have any questions.



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.

Payment Link

You can navigate to the Student Payment Portal from the **Student Finance Hub**, however please be advised that you are not required to log in to the **Student Finance Hub** to access the payment portal, you can navigate to the payment portal directly: **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 **Student 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 **Tuition Fee Policy**.



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

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 **Student Finance Hub**, if you are having issues accessing the **Student Finance Hub** please use the Finance Division enquiry form (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) 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





Appendices

Appendix 1 Convera supported currencies

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Åland Islands	EUR		✓	
Albania	ALL			✓
Algeria	DZD			✓
American Samoa	USD		✓	
Andorra	EUR		✓	✓
Angola	AOA			✓
Anguilla	XCD			✓
Antarctica	USD		✓	
Antigua and Barbuda	XCD			✓
Argentina	ARS			✓
Armenia	AMD			
Aruba	AWG			
Australia	AUD	POLi	✓	✓
Austria	EUR	SOFORT	✓	✓
Azerbaijan	AZN			
Bahamas	BSD			✓
Bahrain	BHD		✓	
Bangladesh	BDT			✓
Barbados	BBD			✓
Belgium	EUR	SOFORT	✓	✓
Belize	BZD			✓
Benin	XOF			✓

* 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 (Wire)	Credit/ Debit Card
Bermuda	BMD			✓
Bhutan	BTN			
Bolivia (Plurinational State of)	BOB			✓
Bosnia and Herzegovina	BAM			
Botswana	BWP		✓	✓
Brazil	BRL			✓
British Indian Ocean Territory	USD		✓	
Brunei	BND			✓
Bulgaria	BGN		✓	✓
Burkina Faso	XOF			✓
Burundi	BIF			
Cambodia	KHR			✓
Cameroon	XAF			✓
Canada	CAD	EFT via Trustly	✓	✓
Cape Verde	CVE			
Cayman Islands	KYD			✓
Central African Republic	XAF			✓
Chad	XAF			✓
Chile	CLP		✓	
China	CNY	Alipay, Union-Pay, Chinapay, WeChat Pay	✓	✓
Cocos (Keeling) Islands	AUD		✓	
Colombia	COP		✓	✓
Comoros	KMF			
Congo	XAF			✓
Congo (the Democratic Republic of the)	CDF			
Cook Islands	NZD		✓	✓

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Costa Rica	CRC			✓
Côte d'Ivoire	XOF			✓
Croatia	EUR		✓	✓
Cyprus	EUR		✓	✓
Czech Republic	CZK		✓	✓
Denmark	DKK	Trustly	✓	✓
Djibouti	DJF			
Dominica	XCD			
Dominican Republic	DOP			✓
Ecuador	USD		✓	
Egypt	EGP			✓
El Salvador	SVC			
Equatorial Guinea	XAF			✓
Eritrea	ERN			
Estonia	EUR	Trustly	✓	✓
Eswatini	SZL			
Ethiopia	ETB			
Falkland Islands [Malvinas]	FKP			
Faroe Islands	DKK		✓	
Fiji	FJD			✓
Finland	EUR	Trustly	✓	✓
France	EUR	SOFORT	✓	✓
French Guiana	EUR		✓	✓
French Polynesia	XPF			
French Southern Territories	EUR		✓	✓
Gabon	XAF			✓
Gambia	GMD			
Georgia	GEL			✓
Germany	EUR	SOFORT	✓	✓

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Ghana	GHS			
Gibraltar	GIP			
Greece	EUR		✓	✓
Greenland	DKK		✓	
Grenada	XCD			✓
Guadeloupe	EUR		✓	✓
Guam	USD		✓	
Guatemala	GTQ			✓
Guernsey	GBP		✓	
Guinea	GNF			
Guinea-Bissau	XOF			✓
Guyana	GYD			
Haiti	HTG			
Heard Island and McDonald Islands	AUD		✓	
Holy See	EUR		✓	✓
Honduras	HNL			✓
Hong Kong	HKD	UnionPay	✓	✓
Hungary	HUF		✓	✓
Iceland	ISK			✓
India	INR	Paul Merchants, Thomas Cook & Weizmann Forex (Ebix-Cash) Agent Locations	✓	✓
Indonesia	IDR			✓
Iraq	IQD			
Ireland	EUR		✓	✓
Isle of Man	GBP		✓	

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Israel	ILS		✓	✓
Italy	EUR	SOFORT	✓	✓
Jamaica	JMD			✓
Japan	JPY	UnionPay	✓	✓
Jersey	GBP		✓	
Jordan	JOD		✓	
Kazakhstan	KZT			✓
Kenya	KES		✓	✓
Kiribati	AUD		✓	
Korea (the Republic of)	KRW	UnionPay	✓	✓
Kosovo	EUR		✓	
Kuwait	KWD		✓	
Kyrgyzstan	KGS			
Lao People's Democratic Republic	LAK			
Latvia	EUR	Trustly	✓	✓
Lebanon	LBP			
Lesotho	LSL			
Liberia	LRD			
Libya	LYD			
Liechtenstein	CHF		✓	
Lithuania	EUR		✓	✓
Luxembourg	EUR		✓	✓
Macao	MOP			✓
Madagascar	MGA			
Malawi	MWK			
Malaysia	MYR			✓
Maldives	MVR			✓
Mali	XOF			✓

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Malta	EUR		✓	✓
Marshall Islands	USD		✓	
Martinique	EUR		✓	✓
Mauritania	MRU			
Mauritius	MUR			✓
Mayotte	EUR		✓	✓
Mexico	MXN		✓	✓
Micronesia	USD		✓	
Moldova	MDL			
Monaco	EUR		✓	✓
Mongolia	MNT			
Montenegro	EUR		✓	✓
Montserrat	XCD			✓
Morocco	MAD			✓
Mozambique	MZN			✓
Myanmar	MMK			✓
Namibia	NAD		✓	✓
Nauru	AUD		✓	
Nepal	NPR		✓	✓
Netherlands	EUR	iDeal	✓	✓
Netherlands Antilles	ANG			✓
New Caledonia	XPF			
New Zealand	NZD	POLi	✓	✓
Nicaragua	NIO			
Niger	XOF			✓
Nigeria	NGN			✓
Niue	NZD		✓	
Norfolk Island	AUD		✓	

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Northern Mariana Islands	USD		✓	
Norway	NOK	Trustly	✓	✓
Oman	OMR		✓	
Pakistan	PKR			✓
Palau	USD		✓	
Palestine, State of	ILS		✓	
Panama	PAB			✓
Papua New Guinea	PGK			✓
Paraguay	PYG			✓
Peru	PEN			✓
Philippines	PHP			✓
Pitcairn	NZD		✓	
Poland	PLN		✓	✓
Portugal	EUR		✓	✓
Puerto Rico	USD		✓	
Qatar	QAR		✓	✓
Republic of North Macedonia	MKD			
Réunion	EUR		✓	✓
Romania	RON		✓	✓
Rwanda	RWF			
Saint Helena, Ascension and Tristan da Cunha	SHP			
Saint Kitts and Nevis	XCD			✓
Saint Lucia	XCD			✓
Saint Pierre and Miquelon	EUR		✓	✓
Saint Vincent and the Grenadines	XCD			✓
Samoa	WST			✓
San Marino	EUR		✓	✓

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Sao Tome and Principe	STN			
Saudi Arabia	SAR		✓	✓
Senegal	XOF			✓
Serbia	RSD			
Seychelles	SCR			✓
Sierra Leone	SLE			
Singapore	SGD		✓	✓
Slovakia	EUR		✓	✓
Slovenia	EUR		✓	✓
Solomon Islands	SBD			✓
Somalia	SOS			
South Africa	ZAR		✓	✓
South Georgia and the South Sandwich Islands	GBP		✓	
South Sudan	SSP			
Spain	EUR	SOFORT	✓	✓
Sri Lanka	LKR			✓
Sudan	SDG			
Suriname	SRD			
Svalbard and Jan Mayen	NOK		✓	
Sweden	SEK	Trustly	✓	✓
Switzerland	CHF	SOFORT	✓	✓
Taiwan (Province of China)	TWD			✓
Tajikistan	TJS			
Tanzania, United Republic of	TZS			✓
Thailand	THB		✓	✓
Timor-Leste	USD		✓	
Togo	XOF			✓
Tokelau	NZD		✓	

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Appendix 1 Convera supported currencies (continued)

Country*	Supported Currency	Alternative Payment Method	Local Currency Bank Transfer (Wire)	Credit/ Debit Card
Tonga	TOP			✓
Trinidad and Tobago	TTD			✓
Tunisia	TND		✓	
Turkey	TRY		✓	✓
Turkmenistan	TMT			
Turks and Caicos Islands	USD		✓	
Tuvalu	AUD		✓	
Uganda	UGX			
Ukraine	UAH			✓
United Arab Emirates	AED		✓	✓
United Kingdom	GBP	SOFORT	✓	✓
United States Minor Outlying Islands	USD		✓	
United States of America	USD	ACH via Trustly	✓	✓
Uruguay	UYU			✓
Uzbekistan	UZS			
Vanuatu	VUV			
Venezuela (Bolivarian Republic of)	VEF			
Vietnam	VND	UnionPay		✓
Virgin Islands (British)	USD		✓	
Virgin Islands (U.S.)	USD		✓	
Wallis and Futuna	XPF			
Western Sahara	MAD			✓
Yemen	YER			✓
Zambia	ZMW			
Zimbabwe	ZWD			

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