

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

# Using Student, Family, Sponsor payment portals

## Contents

Access and registration	2
Student Payers	2
Family Payers	2
Family Payers Registration	2
The 3-step process	3
Sponsor Payers Registration	4
The 3-step process	5
Security and Authentication	6
Logging in	6
Functionality	7
Student Payment Portal	7
Family payment Portal	8
Confirming your personal details	9
Selecting multiple invoices	11
Show paid Invoices and email Account Statement	12
	Access and registration Student Payers Family Payers Registration The 3-step process Sponsor Payers Registration The 3-step process Security and Authentication Logging in Functionality Student Payment Portal Family payment Portal Confirming your personal details Selecting multiple invoices Show paid Invoices and email Account Statement

	Sponsors Payment Portal	14
	Confirming your personal and organisation details	14
	Payment on Account	15
	Pre-registration fees for students on an Executive Programme	16
	Generating invoices/ documents	16
	Step 1: Generate the document	17
	Step 2: Download the Invoice	17
	Make a payment	19
4	Help and contacting us	23

## **Terms of Use**

Use of the Schools payment portals is subject to the terms outlined in the **Payment Policy**.



# Access and registration

## **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, Language Centre 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

Fees, income and Credit Control Office Letter reference: FAM01
Dear Maggie Majic,
Tina AA-TEST-188180A0D2954DE7 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 <u>click here</u> to view the School's Payment Policy Terms and Conditions prior to registering.
Register
If you have previously set up login details you can login here:
Login
Should you have any questions regarding registration or making a payment please email <u>fees@lse.ac.uk</u> or visit <u>[se.ac.uk/ficc</u>
Fees, Income and Credit Control.

#### Step 2 – Register through Salesforce

First Name			
Last Name		 	
Email			
[			
Password			
Confirm Password	ł.		

#### Step 3 – Confirmation of successful registration

Fees, Income and Credit Control Office Letter reference: FAM02
Dear Tina AA-TEST-188180A0D2954DE7,
Your registration to pay Maggie Majic's fees has been successful.
Make a payment
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 <u>lse.ac.uk/ficc</u>
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 SP002) confirming that your registration has been successful.





## The 3-step process

#### Step 1- Registration email

Fees, Income and Credit Control Office	Letter reference: SDIN01
	Letter reference. SPINOT
Dear Helen AA-TEST-1524C5E090074EC6,	
We have been informed that your organisation will be sponsoring and paying the tuition fees of students at The Londo Economics and Political Science.	on School of
Please <u>click here</u> to view the School's Payment Policy Terms and C to signing up to the payment portal.	Conditions prior
You will need to click on the Register link below so you can sign up Sponsor Payments Portal.	o to use the
Register	
If you have already set up login details you can login here:	
Login	
Should you have any questions regarding registration or making a fees@lse.ac.uk or visit [se.ac.uk/ficc	payment please email
Fees, Income and Credit Control.	

#### Step 2 – Register through Salesforce

	9	9	
First Name			
Last Name			
Email			
Password			
Confirm Passwo	rd		

#### Step 3 – Confirmation of successful registration

Fees, Income and Credit Control Office Letter reference: SPIN02
Dear Helen AA-TEST-1524C5E899074EC6, Your registration has been successful, to make payment please click on the link below
Make a payment Please <u>click here</u> to view the School's Payment Policy Terms and Conditions.
Should you have any questions regarding registration or making a payment please email <u>fees@tee.ac.uk</u> or visit <u>ise ac.uk/fcc</u>
Fees, Income and Credit Control.



## Security and authentication

## 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.

salesforce		
To access this page, you have to log in to Pa	ayments.	
Username		
Password		
Log In to Sandbox		
Remember me		
Forgot Your Password?	Sign Up	

#### 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.

## Functionality

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

### **Student Payment Portal**

When you log 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.

Portal				
A PAYMENT NOMINATED PAY	YERS			
uition and Accom	modation fees pay	/ments	Email Account S	statement Show paid inv
asse select the specific invoices you w asse note it can take 2.3 business day natact 0207 107 5555 or submit an eng fuition Fees Item Pre-registration Invoice PREREG	ould like to pay, if there are no invoices for card payments to process and 5-7 upry. Original amount GBP 1000	available and you would like to make an advance business days for wire payments to process. If y Outstanding amount GBP 1000	e payment, please select the advance pays ou have any questions about the informati Generate PDF Document	nent options. on contained on this page p Pay whole amount?
asse select the specific invoices you w asse note it can take 2.3 business day natact 0207 107 5555 or submit an eng futtion Fees Item Pre-registration Invoice PREREG Item Advance Payment	ould like to pay, if there are no invoices for card payments to process and 5-7 uny. Original amount GBP 1000 Currency GBP	available and you would like to make an advance business days for wire payments to process. If y Outstanding amount GBP 1000	e payment, please select the advance pays ou have any questions about the informati Generate PDF Document	Pey whole amount?



LSE Student Payment Portal		
MAKE A PAYMENT NOMINATED PAYER You can specify up to 3 active family payers at a refer to our financial Undertaking guidance for If you need to update new family payers you will longer be able to access the family payer portal	IS ny one time, If you have more than one family member who is paying your fees you must add them at the same time through the Fi Inter information. need to submit a new Financial Undertaking form, any historical family payers not included in your new submission will automatice and pay fees on your behalf.	nancial Undertaking Form. Please ally be made inactive and will no
Payments - View Nominated Paye	rs	
Nominated Payer Name	~	
Jonathan Furlong		

## **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.

Family Members Payment Portal
Confirm personal information
Please confirm the below personal information is accurate, and agree that we can forward this to our payment provider in order to facilitate Know Your Customer checks as outlined in the School's Payment Policy.
If any of this information is incorrect please contact flees@lse.ac.uk
Please note that this information has been provided by the Student during the Financial Undertaking nomination process and has not been checked by LSE Staff.
First name: Andrew Last Name: toje First name: toj First n
Previous Confirm and agree

You will need to Confirm and Agree.

For Student and family payers the payments page is grouped into four areas:

- Tuition Fees
- Accommodation fees
- Short Courses including Summer School
- · Language Centre fees.



The portal itemises your invoices to pay, to pay the invoice in full select the Pay whole amount button.

SE Family Mem Payment Po	ibers irtal						
Tuition and A	ccommodat	tion fees pay	ments - Andr	ew Itoje to make an advance pavment	Email Account	Statement	Show paid invoices
Please note it can take 2-3 bu contact 0207 107 5555 or sul	siness days for card pay	ments to process and 5-7 b	usiness days for wire paym	ents to process. If you have a	ny questions about the informatio	n contained o	n this page please
Accommodation fees							
Item Accommodation SRI106871	Invoice Date 19 Jul 2022	Due Date 18 Aug 2022	Original amount GBP 3599	Outstanding amount GBP 3099	Generate PDF Document	Pay whole	amount?
ltem Advance Payment	Cun GB	rency P				To pay no	w
Select this option to ma	ke an advance payment a	against your Accommodati	on fees				
Short Courses (Includi	ng Summer School)						
ltem Advance Payment	Cun	ency P				To pay no	w
Select this option to ma	ke an advance payment a	against your Short Course f	ees				
Tuition Fees							
<sup>Item</sup> Advance Payment	Curr GB	ency P				To pay no	w
Select this option to ma	ke an advance payment a	against your tuition fees					
							Total: £3,099.00

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.

Accommodation fees						
ltem Accommodation SRI106871	Invoice Date 19 Jul 2022	Due Date 18 Aug 2022	Original amount GBP 3599	Outstanding amount GBP 3099	Generate PDF Document	Pay whole amount? To pay now
item Advance Payment Select this option to mai	Curre GBP xe an advance payment ac	ncy > gainst your Accommodati	on fees			To pay now 5,000.00



## **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	;					
Item Accommodation SRI106871	Invoice Date 19 Jul 2022	Due Date 18 Aug 2022	Original amount GBP 3599	Outstanding amount GBP 3099	Generate PDF Document	Pay whole amount?
item Advance Payment Select this option to m	Cur GE ake an advance payment	rency JP against your Accommodati	on fees			To pay now 5,000.00
Short Courses (Includ	ling Summer School)					
Item Advance Payment Select this option to m	Cur GE ake an advance pavment	rency }P against your Short Course f	ees			To pay now 5,000.00
Tuition Fees						
Item Advance Payment	Cur GE	rency 3P				To pay now 5,000.00
Select this option to m	ake an advance payment	against your tuition fees				
						Total: £3,099.0 Amount to pey 18,099.00

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.





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: £3,099.00 Amount to pay
	18,099.00
e Print	IDEMO! - 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 proceeding.	; please print this screen before

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.





THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

#### 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

Student ID	Student name	Invoice	Invoice date	Invoice due	Original	Amounts	Amount
		number		date	amount	allocated/paid	outstanding
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296133	14/11/2022	14/12/2022	10000.00	0.00	10000.00
202300196 AA-TEST	-C4E514E128184D5F	OIN-296145	14/11/2022	14/12/2022	50000.00	0.00	50000.00
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296136	04/01/2023	03/02/2023	562.78	0.00	562.78
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296137	04/01/2023	03/02/2023	68.50	0.00	68.50
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296138	04/01/2023	03/02/2023	3456.00	0.00	3456.00
202300187 AA-TEST	-090DA140841F428C	OIN-296140	04/01/2023	03/02/2023	8999.00	0.00	8999.00
202300187 AA-TEST	-090DA140841F428C	OIN-296141	04/01/2023	03/02/2023	4800.00	0.00	4800.00
202300187 AA-TEST	-090DA140841F428C	OIN-296142	04/01/2023	03/02/2023	10001.00	0.00	10001.00
202300187 AA-TEST	-090DA140841F428C	OIN-296143	04/01/2023	03/02/2023	11000.00	0.00	11000.00
202300187 AA-TEST	-090DA140841F428C	OIN-296144	04/01/2023	03/02/2023	6800.00	0.00	6800.00
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296135	04/01/2023	03/02/2023	200.00	0.00	200.00
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296134	04/01/2023	03/02/2023	11000.00	0.00	11000.00
202300089 AA-TEST	-52B6D1289E8D47B1	OIN-296139	04/01/2023	03/02/2023	1445.55	0.00	1445.55

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 <u>Student Fees Policy</u>. <u>Credit Management Policy</u> and <u>Payment Policy</u>.

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



## **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.

LSE	Sponsors Payment Portal	
Sponsor	Fee Payments	
You have been	nominated as a sponsor by students under the following accounts:	
Select an account to	to view sponsees	
British Oil		
12366		
		-
	Next	

# 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.



Sponsors Payment Portal

#### Confirm personal information

Please confirm the below personal information is accurate, and agree that we can forward this to our payment provider in order to facilitate Know Your Customer checks as outlined in the School's Payment Policy.

If any of this information is incorrect please contact fees@lse.ac.uk

Please note that this information has been provided by the Student during the Financial Undertaking nomination process and has not been checked by LSE Staff.

First name: Jennifer Last Name: Dark Organisation name: British Oil Job Title: Support Officer

Address: Oil Street London TW17 1UE United Kingdom



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.

otadent name	e ana ib	_				
AA-TEST-52B6D1289	E8D47B1 - 202300089					
Item Tuition Fee Spon SRI106881	Invoice Date 14 Nov 2022	Due Date 14 Dec 2022	Original amount GBP 30000	Outstanding amount GBP 30000	Generate PDF Document	Pay whole amount?
<sup>Item</sup> Tuition Fee Spon SRI106894	Invoice Date 4 Jan 2023	Due Date 3 Feb 2023	Original amount GBP 52.4	Outstanding amount GBP 52.4	Generate PDF Document	Pay whole amount?
AA-TEST-090DA14084	41F428C - 202300187					
<sup>Item</sup> Tuition Fee Spon SRI106878	Invoice Date 14 Nov 2022	Due Date 14 Dec 2022	Original amount GBP 11000	Outstanding amount GBP 11000	Generate PDF Document	Pay whole amount? To pay now
<sup>Item</sup> Tuition Fee Spon SRI106879	Invoice Date 14 Nov 2022	Due Date 14 Dec 2022	Original amount GBP 10500	Outstanding amount GBP 10500	Generate PDF Document	Pay whole amount? To pay now

#### 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.

Item Advance Payment FEECRED	Currency GBP	To pay now
Select this option to make an advance p	ayment against your tuition fees	



## Pre-registration fees for students on an Executive Programme

Students, sponsors and family payers can pay a Pre-registration fees invoice for selected 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:

Payer type	Tuition Fee Invoice	Summer School Invoice	Accommodation Invoice	Pre-registration Tuition fee Invoice <sup>^</sup>	Account Statement
Student	1	$\checkmark$	1	$\checkmark$	$\checkmark$
Family Payer	$\checkmark$	1	1	1	1
Sponsor	$\checkmark$				$\checkmark$

^ 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".



Email Account Statement Show paid in

## Step 1: Generate the document

Tuition and Accommodation fees payments - Andrew Itoje

				ients to process. If you have a	any questions about the information	contained on this page please
commodation fees						
item Inv Accommodation 19 SRI106871	voice Date 9 Jul 2022	Due Date 18 Aug 2022	Original amount GBP 3599	Outstanding amount GBP 3099	Generate PDF Document	Pay whole amount?
<sub>ltem</sub> Advance Payment	Cur GB	rency P				To pay now
Select this option to make an	n advance payment	against your Accommodati	on fees			

## Step 2: Download the Invoice

Accommodation fees						
Item Accommodation SRI106871	Invoice Date 19 Jul 2022	Due Date 18 Aug 2022	Original amount GBP 3599	Outstanding amount GBP 3099	Download Invoice	Pay whole amount? To pay now





#### **Example invoice:**



THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Houghton Street London WC2A 2AE GB 629 5880 94 Tel: Fax: +44(0)20 7405 7686 +44(0)20 7955 7427

Email: fees@lse.ac.uk Date: 29/09/2022 Web: www.lse.ac.uk/FICC

#### Accommodation Invoice

Invoice Number	SRI106871
Due Date:	18/08/2022
Name:	AA-TEST-0A02BE9585234A88
LSE Student ID Number	202300185
Academic Year:	2022/3
Registration Status:	R - Registered Student
Programme Name:	Geography UG Account
Fee Status:	EX - Exchange Student
Mode of Study:	FF - Other Full-time (less than 24 weeks)
Nominated family payer	Andrew Itoje
Amount of Fee (VAT exempt):	GBP 3,599.00

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".

Amount to pay 3,099.00 !DEMO! - Pay now	Total: £3,099.00		
3,099.00	Amount	to pay	
!DEMO! - Pay now	3,099	9.00	
		IDEMO! - 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 1 of 3				
1. Choos	se a way to pay			
Bank Transfer	Takes 3-4 days on average upon payment     Make your payment from any bank     Includes 0 EUR bank fee     Quote valid for 72 hours	3,705.16 EUR 3,099.00 GBP Select	Payment Details	Edit 🖉
Bank Transfer	How it works     Takes 3-4 days on average upon payment     Make your payment from any bank     Includes 0 USD bank fee     Quote valid for 72 hours     How it works	4,158.24 USD 3,099.00 CBP Select	LSE	(LONDON SCHOOL ECONOMICS AND JUITCAL SCIENCE
SOFORT	<ul> <li>Takes 2-3 days upon payment</li> <li>Pay online from your bank account using internet banking</li> <li>Maximum payment limits may apply. Please check with your bank.</li> </ul>	3,099.00 GBP 3,099.00 GBP Select		



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".

Payer's personal details	Payer's billing address
Payer name *	Payer's address 1*
Andrew Itoje	Corner Ave
Payer's email address *	Payer's address 2
This is to send confirmation of this payment	Loughborough
andrewitojetest@gmail.com	Payer city *
Payer's billing address	Dublin
Payer's address 1 *	Paver state
Corner Ave	Enter paver state
Payer's address 2	70
Please enter only numbers and letters in this field	If you do not have a postal code, please anter 0
Payer city *	in you do not have a postal code, please enter o
Dublin	country.
Payer state	↓ Ireland v
Enter payer state	Payer's Bank Details
Zip	Bank Name *
TWITIUE	Bank of Ireland
Country*	Bank Country *
Inited Kingdom	🚺 Ireland 🗸 🗸
Paver's Bank Details	Language*
Fayer a ballin betana	English ~
Bank Name *	
Bank Name	
Bank Country *	Latres to the Terres of Lice and have reviewed the Opling Driver - Optionary -
🕀 United Kingdom 🗸 🗸	ragree to the <u>remision use</u> and have reviewed the <u>Online Privacy statement</u>
Language*	I would like to receive emails from Convera about future promotions and offers
English Y	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.

Step 3 of 3	
3. Make Payment	
<ul> <li>Please print payment instructions and contact your bank or financial institution (online, phone or in-person).</li> <li>Please initiate your payment as soon as possible.</li> </ul> Print Instructions	Payment Details
Ensure funds are received by (13:11 pm 06/02/2023) so we can credit funds to your institution on time and in full.	
O To ensure that your institution receives your funds, the Reference Number ECB12345-PT79388 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 (21) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Convert. This bank account is	Your reference ECB12345-PT79388
useu to receive paymenta on center or your in BOUDUIT.	London School of Economics - Tech1 - DEMO ACCOUNT
Return London School of Economics - Tech1 - DEMO ACCOUNT 🕈	will receive 3,099.00 GBP
	You are paying 3,705.16 EUR



# Help and contacting us

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





LSE Fees, Income and Credit Control Office Lionel Robbins Building 5th Floor, Houghton Street London WC2A 2AE +44 (0)20 7107 5555 fees@lse.ac.uk