



Financial Undertaking and Financial Liability: **Tuition Fees and Living Costs**

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Principles

The Financial Undertaking Form (*Hereinafter to referred to as FUF*) forms part of the contract between you the student and the school. This guide should be read in conjunction with the following:

- Conditions of Registration and Enrolment
- Student Fees Policy
- Payment Policy.

The FUF is required so the school can establish that you the offer holder have the required funding to pay for your tuition and any associated living costs for the duration of your programme of study.

We understand that in some situations you may not have finalised funding when you receive your offer from the school, we do however strongly recommend that you submit your FUF as early as possible and update the funding when you are able to do so.

There is no financial commitment¹ when you submit your FUF, you are only committed to pay when you enrol and begin your programme of study.

By submitting the FUF you confirm that you have sufficient funding in place to cover your tuition and all other costs during your time at LSE.

A FUF must be completed even if you have paid some or all your tuition fees.

Completion of the FUF is a condition of your offer and is compulsory for all offer holders, you will not be permitted to enrol if you fail to submit the form

Please note that General Course students will be contacted separately with bespoke instructions regarding the Financial Undertaking Form. For any queries, please email GC@lse.ac.uk

You can resubmit a FUF if your funding situation has changed, the link to resubmit your form is dependent upon your status. You can access the FUF through the links outlined in **Table 1** below.

¹There are a small number of programmes that require a pre-registration fee (advance payment).

Table 1: FUF links

Status	FUF link
PG Offer holder	portal.lse.ac.uk/admissions/s/financial-undertaking
UG Offer holder	portal.lse.ac.uk/admissions/s/financial-undertaking
Enrolled student	portal.lse.ac.uk/student-services/s/financial-undertaking-form

Data Collection and Privacy

The school may collect information from offer holders and enrolled students as part of the FUF submission process, any data captured as part of this process will be stored securely, we will use this information for internal purposes and will never disclose this data unless there is regulatory or business-related requirement to do so.

If you provide information about a family member or sponsor you are agreeing for us to use this information to (1) Provision user accounts for the Sponsor Payment Portal (2) Provision user accounts for family members (3) Generate sponsorship invoices.

Background

All Offer holders are required to submit their FUF by the deadline date specified in **Table 2** below, if you receive an offer after this date, you should submit your FUF as soon as possible. If you do not submit your FUF by the dates specified, the school will assume that you will not be taking up your place.

Your FUF will not display your programme fees, the tuition fees are detailed in your offer letter and can also be accessed through the [Table of Fees link](#).

There are some useful weblinks on the FUF introduction page, they include Tuition Fee Policy, currency conversion and how to contact the Finance team.

Updating your funding status

If your funding situation changes after you have submitted your FUF you can submit a new FUF by accessing the URLs in **Table 1**.

Example: You can use the FUF to add a new family payer or if you have secured a private loan to cover all or part of your tuition fees.

Table 2 FUF submission dates

Programme type	Deadline for submission of FUF
UG offer holder	No later than 31 July
PG Offer holder	No later than 31 July
General Course	Mid August
Non-standard fee groups	Not applicable

We require you to indicate how you will fund your tuition fees, the categories are illustrated in table 3 below.



Section 1: Funding categories

The FUF will display possible funding options based on your programme type, you can submit a FUF with a combination of statuses from **Table 3**.

Example: I am a PG offer holder and I am self-funded for 50 per cent + private/ government loan for 50 per cent.

Programme categories

- UG: Undergraduate degree programmes
- PG: Postgraduate diplomas, taught masters and research.
- Exec: Executive master's degrees.

Table 3 Funding status by programme

Study category	Funding status
UG/PG/Exec	Self-funding
UG/PG/Exec	Private or government loan
UG/PG	LSE Financial Support
UG	SLC Student Finance Loan
UG/PG/Exec	Sponsored by third party organisation





Section 2: Verification of your FUF submission

Not all FUF submissions will require verification by the school see **Table 4** below.

There are two categories that will require assessment and verification by the Finance team (1) Family payers (2) Sponsors.

If you have selected “Sponsored by third party organisation” or “Family member paying fees” the Finance team will review and validate the information you have provided, we may in some situations contact you if we have any questions about your submission.

Once the information is verified, we will update your financial records in our student record system. This information will be used to generate your tuition fee invoice after you have enrolled.

If you have advised us that you are being sponsored, we will generate an invoice for your sponsor and send this to them via email after you have enrolled.

If you are a General Course student and your home institution is paying your fees direct to the LSE the General Course Office will send an invoice directly to your university in June, if you have an enquiry please email GC@lse.ac.uk

Table 4 Funding status verification

Study category	Funding status	Verification by Finance Division required	Limit
UG/PG/Exec	Self-funding	X	n/a
UG/PG/Exec	Private or government loan	X	n/a
UG/PG	LSE Financial Support	X	n/a
UG	SLC Student Finance Loan*	X	n/a
UG/PG/Exec	Sponsored by third party organisation	✓	Unlimited
UG/PG/Exec	Family member paying fees	✓	Three active family members**

*We will not verify your fee loan through the FUF process, we will however review confirmation of your fee loan via Student Finance and only update your fee records where we can confirm that you have applied for and been successful in your application for funding.

** We allow up to three active family payers, please see [Payment Policy](#) for further information.

Section 3: Accessing the FUF as a PG Offer holder

You can access the FUF through portal.lse.ac.uk/admissions/s/financial-undertaking

As a PG offer holder you will have a To Do item called "Submit Financial Undertaking Form".

The status is automatically set to *Not submitted* and will only update to *Completed* when the school has verified your submission or if you have selected a funding status category that does not require verification.

When the FUF is "Received" and waiting for LSE to process the completed form, it will appear in "Actions under review" section.

The screenshot shows a web interface titled "My action history". Below the title is a note: "If you submit any new information or requests to Graduate Admissions, the details will be recorded here." There are two main sections: "Actions under review" and "Completed actions". The "Actions under review" section has a yellow header and states "You don't currently have any actions under review." The "Completed actions" section has a grey header and states "You have 1 completed action:". Below this, there is a card for "Financial Undertaking" with the text "Received on 18 October 2022". The card has a "View" button on the right and a green "Complete" button at the bottom. A "Close" button is located at the bottom right of the "Completed actions" section.


Example: I am a PG offer holder and I am self-funding for 100 per cent of my fees.

There are three submission statuses: "Not submitted", "Received" and "Complete".


The screenshot shows two separate cards. The top card is titled "Submit Financial Undertaking Form" with a yellow warning icon. It has a "View" button on the right and a grey "Not submitted" status label at the bottom. The bottom card is titled "Financial Undertaking" and has a "View" button on the right. It shows "Received on 18 October 2022" and a green "Complete" button at the bottom.

After your FUF has been submitted and marked as complete you can still access details of your submission via the *My action history* function under the My Options section.


My options

**View my original application**


Review the information you provided with your original application.

**My action history**


View details of any requests made or information provided through the applicant portal.

**Notify LSE of Extenuating Circumstances**

If you wish to let us know about unexpected circumstances (eg accident, health condition, bereavement, war, natural disaster) that have affected your marks in the past or plans for your study at LSE.

**Add a new programme choice**

If you wish to be considered for a different programme or programmes.

**Reinstate my application**


If you wish your application from this year to be re-considered in the next admissions cycle.

In the example below the offer holder submitted their FUF on 18 October 2022, the submission has been marked as complete.

You can click view to access the details of your submission, in this example the offer holders have confirmed that they are self-funding for 100 per cent of their tuition fees.

Received: This status needs to be reviewed by Finance and will display under My Action history > Under review section.

Complete,: This status will appear in the Completed actions section with status of Complete


My action history


If you submit any new information or requests to Graduate Admissions, the details will be recorded here.

Actions under review


You don't currently have any actions under review.


Completed actions

 You have 1 completed action

Financial Undertaking

Received on 18 October 2022





My action history details



Financial Undertaking

Self Funding

100%

Received on 18 October 2022.

Close

You can access the status of your submission by navigating to the function “My Action Status History” and selecting view. In the view section you can access comments finance may have recorded against your FUF submission.

Completed actions

 You have 1 completed action

Financial Undertaking

View

Received on 18 October 2022

Complete

My action history details



Financial Undertaking

Organisation Funding:

100%

Name: Jonathan Administrator 2
Role: Finance Manager

Address:
David Webb
University Ave
London
TW14 1UE
United Kingdom

Email: test@tse.ac.uk

File uploaded:

[TEST Sponsorship file 15112022.pdf]

Received on 15 November 2022.

Comments:

Not a valid sponsor

Close

Section 4: Accessing the FUF as a UG Offer holder

You can access the FUF through portal.lse.ac.uk/admissions/s/financial-undertaking

Once you submit your FUF a case will be created in the Finance helpdesk. Your case may require verification, see **Table 4** for detail.

There is no functionality to track your FUF submission, please also note that you will be unable to update your FUF if there is an existing live submission which has not yet been verified or actioned by the finance team. If you try to resubmit a new FUF the message "Submission being processed" will display.

Once your FUF have been marked as complete you can resubmit a new FUF if your funding status has changed.

Example: I am an UG offer holder and I was self-funded for 100 per cent of my fee, I have borrowed a Tuition fee loan to cover my tuition So I need to resubmit a new FUF selecting the funding status category SLC Student Finance Loan.





Section 5: Starting your submission

For PG offer holders: You should navigate to the “To do” item Submit Financial Undertaking Form and click view. Click on “Complete form” to start the process.

When you click on the “Complete form” you will be presented with some background information about the FUF.

After you have read through the statement you should click **next**.

The screenshot shows the LSE Admissions portal. The header includes the LSE logo and the text 'THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE'. The main navigation bar has 'Admissions' on the right and a home icon with 'Knowledge Base', 'Track My Application', and 'My Action History' on the left. The central content area displays 'Financial Undertaking Form' with a status of 'Not submitted' and details: 'Submit your Financial Undertaking Form'. A link 'Find out about the Financial Undertaking Form.' is provided. At the bottom, there is a button with a double arrow icon and the text 'Complete form'.

PG offer holders should navigate to portal.lse.ac.uk/admissions/s/financial-undertaking

UG offer holders should navigate to portal.lse.ac.uk/admissions/s/financial-undertaking

Financial Undertaking Form

This form allows you to notify LSE of how you intend to pay your tuition fees and other costs while studying at LSE.

LSE expects each student to have sufficient funds to cover tuition, associated School costs and living expenses while studying at the School. Any debt to the School may result in you being excluded or withdrawn from the School. By submitting this form, you confirm that you have sufficient funds to cover your tuition and all other costs during your time at LSE.

It is a condition of your enrolment that this form is completed and submitted before you enrol with us. Even if you have already paid some or all of your tuition fees, you must still complete and submit this form. You should submit this form by **31 July 2022**. If you receive your offer after this date, then please submit your form **as soon as possible**.

If you are awaiting confirmation from a sponsoring organisation you should complete this form as though you or your family will be responsible for your fees, and then inform us at a later time once your sponsorship/scholarship is confirmed. You will not become liable to pay any fees until you enrol.

You may provide amounts in terms of the percentage of your total fee or as monetary values expressed in £ (you can convert amounts from another currency here).

MORE GUIDANCE / USER GUIDANCE DOCUMENT TO BE ADDED

[Full information about LSE's Tuition Fees Policy can be found here](#)

[Details of help and support available from the Finance Division can be found here](#)

Cancel

Next

Once you have read statement you should proceed to the next page, you can do this by clicking **next**.

This next page will display a summary of the offer, example MSc in Accounting and Finance with Overseas Fees Status.

The FUF will display possible funding options based on your programme, per **Table 4**.

You are required to select a minimum of *one* funding option on this page, you can select more as required.

Please note that information you supply is regarded as indicative and we accept that this may change before and after you enrol. We ask that you therefore select the options which most accurately reflect your current circumstances.

If you are awaiting confirmation from a sponsoring organisation you should complete the FUF as though you or your family will be responsible for your tuition fees. You can then inform us a later time once your sponsorship or scholarship has been confirmed. You will not become liable for fees until you officially enrol with the school.

The red asterisk before the statement “Select how the tuition fees for your programme will be paid...” will display on this page until you have selected the funding options.

Financial Undertaking Form

Summary of your offer

Name: Eleanor AA-TEST-ED6A8D845B8D4A49

Fee Status: Overseas

Programme: MSc in Accounting and Finance

Please see our [Table of Fees](#) for details of programme fees. The tuition fees you are due to pay are detailed in your offer letter.

*. Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.

If you are awaiting confirmation from a sponsoring organisation you should complete this form as though you or your family will be responsible for your fees, and then inform us at a later time once your sponsorship/scholarship is confirmed. You will not become liable to pay any fees until you enrol.

- ☐ I confirm that I will be responsible for the payment in part or in full of my tuition fees
- ☐ I confirm that my family will be responsible for the payment in part or in full of my tuition fees
- ☐ I confirm that I have applied for or have been given an award by the LSE Financial Support Office to cover my tuition fees in part or in full
- ☐ I confirm that I have applied for a private or government loan (Including the UK Government postgraduate study loan) for the payment in part or in full of my tuition fees
- ☐ I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)

Cancel

Next



Once you have confirmed how you will be paying for your fees should proceed to next page, you do this by clicking **next**.

Financial Undertaking Form

Summary of your offer

Name: Eleanor AA-TEST-ED6A8D845B8D4A49
Fee Status: Overseas
Programme: MSc in Accounting and Finance

Please see our [Table of Fees](#) for details of programme fees. The tuition fees you are due to pay are detailed in your offer letter.

Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.

If you are awaiting confirmation from a sponsoring organisation you should complete this form as though you or your family will be responsible for your fees, and then inform us at a later time once your sponsorship/scholarship is confirmed. You will not become liable to pay any fees until you enrol.

- ☒ I confirm that I will be responsible for the payment in part or in full of my tuition fees
- ☒ I confirm that my family will be responsible for the payment in part or in full of my tuition fees
- ☒ I confirm that I have applied for or have been given an award by the LSE Financial Support Office to cover my tuition fees in part or in full
- ☒ I confirm that I have applied for a private or government loan (Including the UK Government postgraduate study loan) for the payment in part or in full of my tuition fees
- ☒ I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)

Cancel
Next

Once you have selected the relevant funding status you will be required to enter a percentage per cent or value £GBP for each of the funding status categories. The combined value should be no more than **100 per cent** or the **total tuition** charged for your programme.

Note: For the illustration purposes we have selected all categories.

Self-funding

You should advise how much you are responsible for paying, you will be required to enter the payment split by funding type option, you can enter a value (For example £10,000) or a per cent (for example 25 per cent).

Financial Undertaking Form

Self Funding

Please give details of the portion you are funding yourself.

* How much are you responsible for paying?

£

Cancel
Previous
Next

Family funding

A family member is defined as a spouse, father, mother, grandfather, grandmother, sibling, biological uncle or aunt or legal guardian including adoptive parents.

Applicants and students that have a family member who would like to pay fees on their behalf will need to register the family member via the FUF. We allow up to 3 active family members to be added to your account. As part of the registration process, you will be required to enter personal details about the family member, including:

- Full official name
- Home address
- Date of birth
- Nationality
- Occupation
- Country of residence/domicile
- Email address
- Mobile phone
- Relationship to offer holder/student.





You should advise how much you expect your family member to pay, this can be an indicative amount. Please note that we will not invoice you family payers, you will be categorised as self-funding but you nominated family payers will have access to pay fee invoices on your behalf.

Please refer to the [Payment Policy](#) for further information.

Financial Undertaking Form

Family Funding

Please supply the following details for the family member(s) specified previously. We allow up to three family members to make a payment on your behalf.

The family member(s) named here will receive an invite to make a payment in LSE systems.

*Official first name

Complete this field.

*Official last name

Full home address

*Street

*City

State/Province

*Zip/Postal Code

*Country

*Date of birth

*Nationality

*Occupation

*Country of residence/domicile

*Email address ⓘ

*Phone

*Relationship to you

--None--

Amount being paid

*How much is the family member responsible for paying?

%

Add Another

Cancel

Previous

Next

LSE financial Support award

Please indicate the percentage (per cent) or value £GBP of the award, your award will be processed by the Financial Support Office(FSO). Your fees award will be generated and posted to your LSE Fees Account after you have enrolled.

Financial Undertaking Form

LSE Support

Please give details of the portion being covered by LSE.

* How much of your tuition fee will this award cover / are you hoping this award will cover?

%
▲
▼

Cancel

Previous

Next

Loan funding

If you expect to receive a government or private loan to cover the cost of your tuition and maintenance you should provide the details here.

Please indicate the percentage (per cent) or value £GBP of the loan that will be covering your tuition fees.

- Canadian Loans
- Earnest and Sallie Mae
- Future Finance
- Juno
- Lendwise
- Prodigy
- UK Government Postgraduate loans
- UK Government Loan (Undergraduate fee loan)
- Other.

Financial Undertaking Form

Loan Funding

* Please give details of the organisation providing the private or government loan specified previously.

Canadian Government Loan

* How much of your tuition fee do you expect the loan detailed above to cover?

100.00

%

Cancel Previous Next

If you select “other” you will be required to enter the details in the section “Please specify”.

Further information: There is a separate application process for Federal Student Aid, please see [US Federal Loans webpage](#) for further details about how and when you can apply.

For information on private loans please [click here](#).

Financial Undertaking Form

Loan Funding

* Please give details of the organisation providing the private or government loan specified previously.

Other

* Please specify

* How much of your tuition fee do you expect the loan detailed above to cover?

100.00

%

Cancel Previous Next

Once you have confirmed the details of your loan you should proceed to next page, you do this by clicking **next**.

Sponsored

A sponsor is a company, government body, employer, charitable or third party non-domestic organisation. Please note a relative, individual or friend is not deemed an official sponsor.

If you are being sponsored, we ask that you upload a sponsorship letter with your submission.

You can have multiple sponsors, the combined value should be no more than **100 per cent** or the **total tuition** charged for your programme.

You will be required to enter details of the sponsoring institution, you can search for an organisation that exists in our database or if you sponsor is not listed you can check the box "My organisation isn't listed".

We only accept official sponsor email addresses, we will not accept public email addresses like @gmail.com or @yahoo.com. Offer holders/students should not include their own personal public or network account email address as they will be rejected.



Financial Undertaking Form

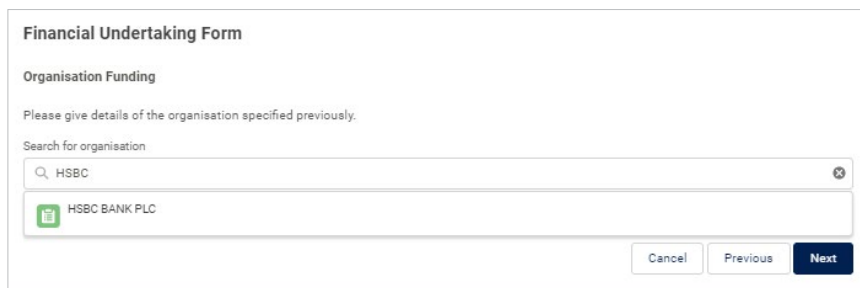
Organisation Funding

Please give details of the organisation specified previously.

Search for organisation

☐ My organisation isn't listed

In the example I have searched for HSBC, select the sponsor and click **next**



Financial Undertaking Form

Organisation Funding

Please give details of the organisation specified previously.

Search for organisation

☒ HSBC BANK PLC

The organisation details we hold on record will display in the next page.

Financial Undertaking Form

Organisation Funding

Please give details of the organisation specified previously.

Selected organisation:

HSBC BANK PLC
8 Canada Square
London
E14 5HQ
United Kingdom

You will be required to enter the details of the contact so we can send them the invoice.
You will need to include

- First name
- Last name
- Email address
- Role within organisation
- How much they will be paying towards your tuition fees, this can be a per cent or value in GBP.

Please supply the address that should be used to invoice this organisation

* Street

8 Canada Square
London



* City

State/Province

* Zip/Postal Code

E14 5HQ

* Country



Please supply the invoice contact details

* First name

* Last name

* Email address

* Role within organisation

* How much is the organisation detailed above responsible for paying?

*





Privacy notice and submission

Before you submit your FUF you will be required to

- Confirm that you have read our Privacy Policy
- Confirm that you are personally responsible for your tuition and living costs; understand that if you fail to pay per the schedule outlined in the Tuition Fee Policy that the School will follow steps outlined in the Credit Management Policy
- Confirm that you have read and agree to the schools payment policy.

Financial Undertaking Form

Privacy Notice

Your right to privacy is important to us. The personal information you submit in this form will be used to prepare for your arrival at the School. Please read our [Privacy Policy](#) and learn more about how we collect and use information about you so that you can make an informed choice about using our website.

- ☐ By checking this box you confirm that you have read and agree to our privacy policy
- ☐ By checking this box I confirm that I am personally responsible for my tuition fees and living costs for the duration of my programme. I understand that if I fail to pay my tuition fees per the schedule outlined in the [Tuition Fees Policy](#) the School will follow the steps outlined in the [Credit Management Policy](#).
- ☐ By checking this box you confirm that you have read and agree to the School's [Payment Policy](#).

Cancel

Previous

Next

You should select the boxes and click next – you will be presented with a summary of your submission. If the details are correct you submit.





Help and contacting us

Email: fees@lse.ac.uk

Phone: +44 (0)20 7107 5555

Helpdesk: lse360.my.salesforce-sites.com/form?formid=217915





THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**LSE Fees, Income and
Credit Control Office**

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5th Floor, Houghton Street
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fees@lse.ac.uk