



Consent to Share Form Ref **CTSF**



### **What is the consent to share form?**

If you would like another person to be able to contact us on your behalf, you must complete this form so we can set up consent to share on your account. In submitting this form, you are providing written authorisation for us to share account information to an individual person, or third party named on this form. When the nominated person or third-party contacts us, they will be required to pass our security authentication using details that you have provided on this form.

It is possible to set up access for an individual and third party.

Once consent has been granted, the nominated person or third party will be able to discuss or ask for:

- Any financial information regarding your LSE fees including tuition, accommodation and any awards or bursaries, invoices and payments. Note: We will not disclose any personal bank details you may have provided to the School.
- Correspondence you have been sent or have issued to the School relating to fees.

### **What steps do I need to take to activate consent?**

- Complete Section A if you want to set up consent for an individual person
- Complete Section B if you want to set up consent for a third party.

### **What steps do I need to take to withdraw consent?**

You can withdraw consent at any time, requests to withdraw consent can take 3-5 business days.

- Please email [fees@lse.ac.uk](mailto:fees@lse.ac.uk) or submit a query via the Finance Hub, you should provide the name of the individual or third party, so we can withdraw consent.

### **Access Code/Password**

You will be required to enter an access code or password on the form, you should share this with the nominated individual or third party as they will be required to provide this to pass our security authentication. This code or password should not be your LSE network password or any other password you may use for another service.

The access code/password must be a minimum of 8 characters and numbers.

**Section A – Consent to share for an individual person** *(This may be a parent, guardian, sibling, family member or partner)*

***Your details***

Student Name

LSE Student ID

Date

Date of birth

***Details of the individual you would like to setup consent to share:***

Forename

Surname

Date of Birth

Relationship to you

Access Code or password

Contact Address

**Email address**

**Contact number**

**Section B – Consent to share for Third party** *(This may be a sponsor, personal advisor, social worker, or public official)*

**Advisor forename**

**Advisor Surname**

**Organisation name**

**Organisation Address**

**Job title**

**Email address**

**Contact number**

**Access Code/Password**

---

## **Certification Statement/Student Declaration**

I agree that the LSE Fees, Income and Credit Control Office can exchange information about my LSE Student Finance account with the person(s) named. I confirm that I have provided any personal information on this form to the individual or third party.



This form should be returned to the Fees, Income and Credit Control Office – email address [fees@lse.ac.uk](mailto:fees@lse.ac.uk) or via the Finance Hub. Our Office will only process requests received via your LSE network email (@lse.ac.uk) the Finance Hub or from the public email account stored in our student record system.