

4 Penalties for late payment

If the fees are not paid on time, and a student has not seen someone from the Fees Office for help, then sanctions are imposed. These may be any combination of the following and in any order

- Withdraw library rights
- De-registration - you cease to be a student which may also affect your visa
- Block exam results
- Fines
- Refer to Credit Agency - which will affect your credit rating




5 Receipts

Receipts are sent automatically via email to students up to the beginning of the registration period. If you require the receipt to be hand signed please print and bring the receipt along to the Student Services Centre to be signed. Note the drop in session opening times.

Receipts are only for the money you have actually paid. They do not include any discount you have been given.

If you require a copy receipt, send an email to the Fees Office. Write 'Copy receipt' and your applicant/student number, a receipt will be sent back to you by email. This usually takes 3-5 working days.

6 Contact us

	e-mail:	fees@lse.ac.uk
	Phone:	(+44) 020 7955 7765
	Fax:	(+44) 020 7955 7427

*Please note the Fees Office will not be able to handle phone calls and emails during the registration period as all staff will be located in the Student Services Centre for registration.

All Written correspondence should be sent to: The Fees Office, Room AH300. London School of Economics, Houghton Street, London, WC2A 2AE

Please always state your student ID number.

Fees Office Drop-ins (in the student services centre)
2pm to 3pm
Mon to Fri - during term
Mon, Weds, Fri - outside term



Fees Office AT A GLANCE SERIES

Paying Fees

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1 How to pay

There are several means to pay your fees. Even if you have indicated one type on your Personal Payment Plan, you can still use other methods and you do not need to change your payment plan.

DEBIT/CREDIT CARDS

Debit/Credit cards are the fastest and easiest way to pay. You can pay by card on-line. A receipt is sent immediately by email and LSE receives the money within 2 working days.

After registration you should use your login to LSE for YOU and go to your Fees page. You can see the value of your fees and you can pay here.

If over £1,000 always notify your card issuer in advance how much you will be paying, who will be paying and when the payment will be made; this reduces the risk of the payment being rejected for card security reasons.

Please note: The LSE Fees Office do not take credit or debit payments over the phone,. We do not accept American Express.

CHEQUES/BANK DRAFTS

You can pay by personal cheque. It must be from a UK bank and in £sterling. A cashier's check is OK but ask your bank to ensure it is drawn on a UK bank. A bank draft is OK but ask your bank to ensure it is drawn on a UK bank.

Cheques may be posted to the Fees Office at the address listed overleaf.

How to pay continued

You can also go to the Student Service Centre and put your cheque in the drop-box. You must write your student/applicant number on the back every cheque. A receipt will be sent by email to your LSE email address in 2-3 days

BANK TRANSFER

You can transfer money direct to the LSE bank account, the details for transfer can be found below.

Although charges may be paid when sending payment, please note for overseas payments, there may be an extra charge made by our bank when receiving the payment. If so, this is normally around £7 to £12. All charges relating to transfers are to be paid by the student and not the school.

Please allow up to 5 week days if payment is made within the UK, and up to 15 week days for payments made from overseas.

Please note: The Students LSE ID number must be the first reference stated when paying.

LSE BANK DETAILS

Account Number: 17859778

Sort Code: 56 00 13

IBAN: GB30NWBK56001317859778

Branch Swift BIC Address: NWBKGB2L

Account Name: London School of Economics

Natwest Bank (65 Aldwych Branch)

2 When to pay

If you have not paid in full before or at registration then you are required to complete a Personal Payment Plan for further details please read section 3 below. If you do not sign up to a Personal Payment Plan we will assume that you will pay 1/3 per term on 28th October, 28th January and 28th April.

3 Personal Payment Plan

The LSE offers an interest free Personal Payment Plan which allows you to pay your fees in up to five instalments. The main features and rules are listed below.

FEATURES

- All self financed students must complete a Personal Payment Plan (PPP)
- Your first payments must be made by 28 October
- You can pay in up to 5 equal instalments
- You can mix the methods of payment
- You can make extra payment for any value at any time
- Final payment must not be later than 28 April
- You can view your submitted plan online
- Payment reminders will be sent monthly

To complete a plan please visit the Fees website and click on the link for the Personal Payment plan