

University Letterhead

[INSERT UNIVERSITY ADDRESS, IF NOT ALREADY ON LETTERHEAD]

[INSERT DATE]

The London School of Economics and Political Science
Houghton Street
London, WC2A 2AE
United Kingdom

TO WHOM IT MAY CONCERN

This is to confirm that [INSTITUTION NAME] will pay the 2024/5 General Course tuition fee of [INSERT RELEVANT TUITION FEE*] for [INSERT INDIVIDUAL STUDENT'S NAME OR ALTERNATIVELY 'for each of our students'] studying on the 2024/5 General Course programme at The London School of Economics and Political Science (LSE).

[INSERT NAME AND POSITION OF INDIVIDUAL AUTHORISING/SUBMITTING PAYMENT] will submit the General Course tuition fee payment to LSE. The tuition fee invoice/s should be sent to [INSERT BOTH THE MAILING ADDRESS AND EMAIL ADDRESS OF WHERE THE TUITION FEE INVOICE/S SHOULD BE SENT].

Yours faithfully

[INSERT SIGNATURE, NAME AND POSITION]

*

2024/25 fee	% discount	Discount	Amount to pay
£26,784	1.5% if General Course tuition fees are paid in full <i>before 31 July 2024</i>	£401.76	£26,382.24
£26,784	0.5% if General Course tuition fees are paid in full <i>between 1 – 31 August 2024</i>	£133.92	£26,650.08