

## 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 2023/4 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 2023/4 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]

\*

2023/24 fee	% <u>discount</u>	Discount	Amount to pay
£25,272.00	1.5% if General Course tuition fees are paid in full <i>before 30 June 2023</i>	£379.08	£24,893.00
£25,272.00	0.5% if General Course tuition fees are paid in full <i>between 1 July and 31 Aug 2023</i>	£126.36	£25,146.00