



London Open Academy

Add & Drop Application Form 103

Passport-sized
photograph

For office use only

All fields must be completed for the application to be processed.

Steps to apply

1. Complete the application form using the computer (handwritten will not be accepted). Sent the application form to the email provided below.
2. Using the any type of payment method mentioned in page 3, pay the required total amount of money for any added subjects.

Email: ardivision@loa.ac.uk
www.loa.ac.uk

Office use only

Reviewed by:

Date:

Accepted

Denial

Conditional

Admission Stamp

Office use only

Section 1 Personal Information

Title (Mr, Mrs, Miss) Family name as stated in passport (if available)

Given Names as stated in passport (if available)

Date of Birth Day/Month/Year Age Gender

Home Telephone

Marital statue Mobile No.

Fax No. Email

Name, email, telephone and address of person to be contacted in case of any emergency

Address in home country

Number & street name City/Suburb

State Country Postcode

Mailing address (if different from above)

Number & street name City/Suburb

State Country Postcode

Section 2 Reason for drop

What are the reasons for this with drop?

Do you want to postpone these subjects to the next semester?

Section 3 Program Information

Name of program			
Type of Program		Department	
Faculty/Institute/Centre			
Specialization			
Title of thesis			
Semester		Session	

Section 4 Add and Drop Subjects

Subject Added			
Subject Code		Fee	
Subject Dropped			
Subject Code		Fee	
Subject Added			
Subject Code		Fee	
Subject Dropped			
Subject Code		Fee	
Subject Added			
Subject Code		Fee	
Subject Dropped			
Subject Code		Fee	
		Total Fee	

Section 5 Declaration

I have completed all sections of the application form and agree to the terms and conditions.

Student signature _____

Date _____



This form can be used for only one week from beginning of semester.



If a student withdrawn from subjects after one week, he/she should notify the academy by writing and the subject fee is non-refundable.

Application fee payment

Bank Draft

Draft should be payable to London
Open Academy in British pounds. Write
your student ID (if known) on the back of
the draft

PayPal (Find link under payment methods)

Bank Cheque (UK resident only)