



LNASP FORM: REQUEST TO CLOSE FILE

Policy

In accordance with Ministry decree dated June 9, 2020, please note the following:

- The files for students whose **scholarship period ended before 2019** are automatically closed, and students are therefore not eligible to request any further benefits. This means that you will be required to make your own travel arrangements back to Libya at your own expense, as no further payments or reimbursements can be made on your behalf.
- Students whose **scholarship ended in 2019 have a 3 month period to close your file and depart North America**. (Note: Due to current airport closures, the 3 month deadline will start from the date airports in Libya re-open, and travel must occur during that 3-month window.) For any students who do not request to close within the designated 3-month window, your files will automatically be closed and final reports will be sent to the Ministry.
- Students whose **scholarship ends in 2020 and forward will have a 6 month period to close your file and depart North America**. No requests for thesis, final ticket, baggage allowance, etc. can be processed more than 6 months after your scholarship end date. Travel must occur within the 6 month period, meaning tickets cannot be booked for travel dates that exceed 6 months. For any students who do not request to close within the designated 6-month window, your files will automatically be closed and final reports will be sent to the Ministry.

Student Name _____
CBIE Student # _____ Libyan National ID # _____
Country of Study _____ Scholarship End Date _____
Degree Level _____
Program _____
Institution _____

STUDENTS CLOSING THEIR FILE DUE TO GRADUATION - PLEASE COMPLETE THIS SECTION:

Degree completion date: _____

You will need to provide the following documents before CBIE can complete your Close File Report to the Ministry and before any travel can be arranged:

- Final transcript;
- Copy of your graduation certificate and/or diploma;
- If your neither of the above documents is available, proof of graduation in the form of a letter from your department
- If applicable, **two (2) copies of your thesis** (to be submitted by mail to CBIE) with the Thesis Reimbursement Form
- Copy of void check or direct deposit slip (in order to process baggage allowance and/or thesis reimbursement, if applicable)

Please provide a brief description of your professional plans in Libya:

Do you authorize CBIE to publish your name on the CBIE Facebook page regarding your graduation?

- YES NO

STUDENTS CLOSING THEIR FILE FOR OTHER REASONS – PLEASE COMPLETE THIS SECTION:

Date you were last enrolled in classes: _____

You will need to provide the following document before CBIE can complete your Close File Report to the Ministry and before any travel can be arranged:

- A letter in Arabic and English explaining the reasons for terminating your studies;

Why are you Closing your File? (Select One Option):

- My ESL period ended, and I was unable to gain academic admission
- My scholarship period ended, and I can't afford to financially support myself for the time I would need to complete my degree
- MLA funds have not been sent from Libya for me even though I have scholarship time remaining, and I can no longer afford to support myself financially
- I plan on transferring to another country (specify country): _____
- Voluntary withdrawal due to personal or academic reasons. Please specify: _____

- Other: _____

Reminder: Eligible students who wish to request final travel must also complete a separate Travel Request Form.

Signature of Student

Date of Submission

Form Updated: June 11, 2020