



LNASP FORM: REQUEST FOR REIMBURSEMENT– THESIS

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.

REQUIRED DOCUMENTS: The following documents are required in order to be considered for thesis reimbursement:

- 2 copies of your original thesis—**must be hard cover**
- 1 electronic copy of your original thesis – **saved on a USB**
- Copy of final transcript
- Copy of diploma/graduation certificate (or official letter from the school confirming program completion date if the diploma/certificate is not yet available)
- Copy of void check or direct deposit slip
- Completed Close File Form*
- Completed Request for Final Tickets Form*

**Thesis reimbursement will only be paid to eligible students who are closing their files and returning to Libya within the required timelines mentioned in the above policy.*

Upon providing CBIE with the above documents, eligible students will be reimbursed **\$500 for a Master's thesis, or \$700 for a Ph.D. thesis.**

Please complete the following:

STUDENT NAME: _____ CBIE STUDENT NUMBER: _____

LIBYAN NATIONAL ID# _____

INSTITUTION AND PROGRAM: _____

STUDENT ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

THESIS TITLE: _____

THESIS DEFENSE DATE: _____ GRADUATION DATE: _____

SCHOLARSHIP END DATE: _____ REQUESTED TRAVEL DATE: _____

Form Updated: June 11, 2020



Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale

Hard cover copies of your thesis and the USB should be mailed to the following address and will then be forwarded to the Scholarships Department in Libya:

CBIE
c/o the Libyan-North American Scholarship Program
220 Laurier West, Suite 1550
Ottawa, ON K1P 5Z9
Attention: LNASP-Canada Reimbursements (students in CA)
Attention: LNASP-US Reimbursements (students in the US)

Students in the U.S.--Important:

For Libyan students in the United States, please note that the declared value on the **Customs and/or FedEx Form should be listed as: "no value," otherwise delivery cannot be confirmed.** If you list the value as an amount, such as \$150, \$300, etc., a fee will be charged to CBIE for delivery. The fee typically ranges from \$20 - \$50. **Failure to fill out the form properly will result in that fee being deducted from your thesis reimbursement.**

Don't forget to sign below:

Student's Signature

Date

Form Updated: June 11, 2020