



LNASP FORM: REQUEST TO FREEZE SCHOLARSHIP (Ministry Approval Required)

Policy:

- LNASP students are expected to maintain full-time enrollment each term. If there is a specific reason preventing you from registering, in accordance with the Ministry's decree dated June 9, 2020, a request must be submitted to the Ministry to freeze your scholarship.
- During the freeze period, students are not eligible to receive MLA, tuition, or insurance coverage. All scholarship benefits are placed on-hold, and consequently, the time does not count against the overall scholarship period.
- Freeze periods should align with the university term start and end dates, meaning if the semester runs from Sept 1 – Dec 15 and tuition has already been covered by the scholarship for the Fall semester, a student may not request a freeze November-December, for example.
- It's important to note that freezes may result in discrepancies between students' actual scholarship dates and the scholarship dates recorded in the Ministry's database.

Students are asked to complete the form below and to submit it to their CBIE Academic Manager preferably one quarter before your requested freeze period in order to allow the Ministry sufficient time to process your request.

In addition to this form, students are asked to include letters in English and Arabic explaining the reason for the voluntary freeze request.

- Letter in English from student
- Letter in Arabic from student
- Completed Form: Request for Voluntary Freeze

STUDENT NAME, ENGLISH: _____

STUDENT NAME, ARABIC: _____

CBIE STUDENT NUMBER: _____ **LIBYAN NATIONAL ID NUMBER** _____

REQUESTED FREEZE PERIOD FROM: _____ **TO:** _____

TOTAL NUMBER OF MONTHS REQUESTED: _____

SIGNATURE OF STUDENT: _____ **DATE:** _____

Form Updated: June 11, 2020