



LNASP FORM: FINAL TRAVEL REQUEST

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**. Based upon the timing of when flights resumed between Turkey and Libya, the 3 month window to depart North America is September 1, 2020 – November 30, 2020. For any students who do not request to close within this 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**. Based upon the timing of when flights resumed between Turkey and Libya, the 6 month window to depart North America for students whose scholarship ended January – August 2020 is September 1, 2020 – February 28, 2021. For students whose scholarship ends September 2020 forward, you must depart within 6 months of your scholarship end date. Also note that 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.
- Please refer to the “additional policies” at the end of this form.

CONTACT/PERSONAL INFORMATION IN CANADA/US *(required to book travel)*

CBIE STUDENT # _____ LIBYAN NATIONAL ID _____
STUDENT NAME _____
SCHOLARSHIP END DATE _____
STUDENT ADDRESS _____
CITY _____
PROVINCE/STATE _____ POSTAL/ZIP CODE: _____
TELEPHONE _____
EMAIL ADDRESS _____
DATE OF BIRTH _____
PASSPORT EXPIRATION _____

CONTACT/PERSONAL INFORMATION IN LIBYA

STUDENT ADDRESS _____
TELEPHONE IN LIBYA _____

EMAIL ADDRESS (optional) _____

EMERGENCY CONTACT IN LIBYA (name) _____

EMERGENCY CONTACT IN LIBYA (phone number) _____

ITINERARY REQUEST

DEPARTURE CITY _____

DESTINATION CITY _____

PREFERRED DEPARTURE DATE _____

NUMBER OF ACCOMPANYING FAMILY MEMBERS _____

Name	Date of Birth (mm/dd/yyyy)	Relationship	Passport Expiration Date (mm/dd/yyyy)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

ADDITIONAL POLICIES

- Travel is funded for the most economical route only.
- Requests with supporting documents must be submitted to CBIE at least **30 days prior to travel date**.
- The Travel Agency is not authorized to book tickets beyond the specified 3/6 month window.
- The Travel Agency is not authorized to provide any direct refunds to students.
- Any changes to the itinerary/travel dates after the ticket has been booked must be authorized by CBIE, and students will be fully responsible for the associated airline change fees (which can average \$300 per ticket), as well as the difference in airfare.
- Students are responsible for all expenses incurred in-transit, including those associated with quarantine requirements, as well as any associated visa/immigration-related expenses. The scholarship will not cover any cost related to an overnight layover and/or any hotel stays, or any travel fees related to transit visas and passports.

I acknowledge that I understand the travel policies as stated above.

Signature of Student

Date of Submission

PLEASE RETURN THE COMPLETED FORM, ALONG WITH COPIES OF THE REQUIRED DOCUMENTS TO:
travel.ca@cbie.ca (students in Canada), or travel.us@cbie.ca (students in the US).

Form Updated: September 4, 2020