



LNASP FORM: REQUEST TO CLOSE FILE

Policy:

- Scholarships Department, Reference #20.06.18, dated June 9, 2020:
 - **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, and no further payments or reimbursements can be made on your behalf.
 - Students whose scholarship ended in 2019 have a 3 month window to close your file and return to Libya, and students whose scholarship ends in 2020 have a 6 month window. Based on the timing of when airports reopened and flights resumed, 2019 students flying to Tripoli were required to depart from September 1, 2020 – November 30, 2020, and 2019 students flying to Benghazi were required to depart North America from November 1, 2020 – January 31, 2021. Students with a 2020 scholarship end date were granted an additional 3 months beyond the aforementioned travel periods.

- **Update:** Scholarships Department, Reference #20.11.01, dated November 1, 2020
 - Due to the COVID-19 pandemic, the travel window for students with 2019 and 2020 scholarship end dates have been extended. **Students with a 2019 scholarship end date now have until the end of March 2021 to close your file and return to Libya, and students with a 2020 scholarship end date now have until the end of June 2021 to close your file and return to Libya.** However, if travel and health and safety measures return to normal, the Scholarships Department reserves the right to cancel this travel extension and reinstate the original June 9, 2020 policies.

- For any 2019 or 2020 students who do not depart within the above-mentioned periods, your files will automatically be closed and final reports will be sent to the Ministry, after which no requests for thesis, final ticket, baggage allowance, etc. can be processed. Furthermore, please note that travel must occur within the specified period (i.e. travel dates cannot be requested beyond the specified period).

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 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)

Do you authorize CBIE to publish your name on the CBIE Facebook page regarding your graduation?
YES _____ NO _____

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

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: November 5, 2020