



LNASP FORM: FINAL TRAVEL REQUEST

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).
- 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

ADDRESS IN LIBYA _____

PHONE IN LIBYA _____ EMAIL IN LIBYA _____

EMERGENCY CONTACT IN LIBYA (name) _____

EMERGENCY CONTACT IN LIBYA (phone number) _____

ITINERARY REQUEST

DEPARTURE CITY _____ DESTINATION CITY _____

PREFERRED DEPARTURE DATE _____ # 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 travel 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 COVID-19 testing and 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 **THIS FORM**, ALONG WITH YOUR **CLOSE FILE FORM & COPIES OF THE REQUIRED DOCUMENTS** TO: travel.ca@cbie.ca (students in Canada), or travel.us@cbie.ca (students in the US).

Form Updated: November 5, 2020