



LNASP FORM: REQUEST FOR REIMBURSEMENT– THESIS

REQUIRED DOCUMENTS: The following documents are required in order to be considered for thesis reimbursement (\$500 for Masters, \$700 for PhD):

- 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 policy below.***

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).



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

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Please complete the following:

STUDENT NAME: _____ CBIE STUDENT NUMBER: _____

LIBYAN NATIONAL ID# _____

INSTITUTION: _____

DEGREE LEVEL AND PROGRAM: _____

STUDENT ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

THESIS TITLE: _____

THESIS DEFENSE DATE: _____ GRADUATION DATE: _____

SCHOLARSHIP END DATE: _____ REQUESTED TRAVEL DATE: _____

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

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Form Updated: November 5, 2020