



LNASP FORM: REQUEST TO CLOSE FILE

Policy:

- **Students with Scholarship End Dates 2010-2018:**
 - In accordance with Scholarships Department Policy, 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 students with scholarship end dates from 2010-2018 are required to make their own travel arrangements back to Libya at their own expense, and no further payments or reimbursements can be made on their behalf.
- **Students with Scholarship End Dates in 2019:**
 - Original Policy: In accordance with Scholarships Department Policy, Reference #20.06.18, dated June 9, 2020, students whose scholarship ended in 2019 have a 3 month window to close their file and return to Libya. Based on when airports in Libya re-opened after the COVID-19 pandemic shut-down, the 3 month window for students flying to Tripoli was September 1, 2020 – November 30, 2020, and the 3 month window for students flying to Benghazi was November 1, 2020 – January 31, 2021.
 - Updated Policy: In accordance with Scholarships Department, Reference #20.11.01, dated November 1, 2020, due to the COVID-19 pandemic, the travel window for students with 2019 scholarship end dates was extended until the end of March 2021 for students to close their file and return to Libya.
- **Students with Scholarship End Dates in 2020:**
 - Original Policy: In accordance with Scholarships Department Policy, Reference #20.06.18, dated June 9, 2020, students whose scholarship ended in 2020 have a 6 month window to close their file and return to Libya. Based on when airports in Libya re-opened after the COVID-19 pandemic shut-down, the 6 month window for students flying to Tripoli was September 1, 2020 – February 28, 2021, and the 6 month window for students flying to Benghazi was November 1, 2020 – April 30, 2021.
 - Updated/Current Policy: In accordance with Scholarships Department, Reference #20.11.01, dated November 1, 2020, due to the COVID-19 pandemic, the travel window for students with 2020 scholarship end dates was extended until the end of June 2021 to close their file and return to Libya.
- **Students with Scholarship End Dates from 2021 forward:**
 - In accordance with Scholarships Department Policy, Reference #20.06.18, dated June 9, 2020, students whose scholarship ends from 2021 forward have a 6 month window from their scholarship end date to close their file and return to Libya.
 - Example: Student's scholarship end date is February 28, 2021. In order to receive final tickets paid by the scholarship, the student must depart North America no later than August 31, 2021.
- For any students who do not depart by the above mentioned travel deadlines, their 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).

ALL STUDENTS

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, **2 copies of your thesis** (to be submitted by mail to CBIE), along 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 cannot afford to financially support myself while I 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
- 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: May 14, 2021