



## 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\*

**\*Note: Thesis reimbursement will only be paid to eligible students who are closing their files within the required timelines mentioned in the policy below.**

### 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).**



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

*Form Updated: May 14, 2021*