



LNASP FORM: REQUEST FOR REIMBURSEMENT- THESIS

Policy Summary: Thesis Reimbursement is processed to eligible students who close their file within the required timeline, as established by the Ministry. For students with a scholarship end date of 2021 onwards, the required timeline to complete the close file and thesis reimbursement process is no more than 6 months from the scholarship end date (not graduation date). As a reminder, students whose scholarship ended in 2020 or earlier were automatically closed and therefore are no longer eligible to receive scholarship benefits, such as thesis reimbursement or close file tickets.

Eligible students who submit all required documents mentioned below within the required timeline (i.e. no more than 6 months from the scholarship end date) are eligible to receive a \$500 for Master's thesis reimbursement, and \$700 for PhD.

STUDENT NAME: _____ CBIE STUDENT NUMBER: _____

LIBYAN NATIONAL ID#: _____

TELEPHONE NUMBER: _____ EMAIL: _____

INSTITUTION: _____

DEGREE LEVEL: _____ PROGRAM OF STUDY: _____

- Master's (\$500) THESIS TITLE: _____
- PhD (\$700)

THESIS DEFENSE DATE: _____ GRADUATION DATE: _____

SCHOLARSHIP END DATE: _____

Please check the boxes below to confirm you have attached the following documents, which should be submitted via email to: reimbursements.ca@cbie.ca (students in Canada), or reimbursements.us@cbie.ca (students in the U.S.):

- 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 (or letter in English/Arabic declining final tickets and accepting responsibility for self-funding future travel)

Additionally, the following must be sent via mail to CBIE (address below) within the above-mentioned established deadline:

- (2) hard-cover copies of your thesis (soft-cover copies will not be accepted), and
- (1) USB with an electronic copy of your original thesis

Mailing Address:

CBIE
c/o The Libyan-North American Scholarship Program
220 Laurier Avenue, West, Suite 1550
Ottawa, ON K1P 5Z9
Attention: LNASP Reimbursements

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 & date below:

Student's Signature & Date

Form Updated: Nov 5, 2021