



LNASP FORM: FINAL TRAVEL REQUEST

Policy for 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).
- Please refer to the "additional policies" at the end of this form.

Policy for Students with Scholarship End Dates Prior to 2021

- **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 Nov. 1, 2020 – April 30, 2021.
 - Updated/Current Policy: In accordance with Scholarships Department, Reference #20.11.01, dated Nov. 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.

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 (required to book travel)

ADDRESS IN LIBYA _____
PHONE IN LIBYA _____ EMAIL IN LIBYA _____
EMERGENCY CONTACT IN LIBYA (name) _____
EMERGENCY CONTACT IN LIBYA (phone number) _____

ITINERARY REQUEST (required to book travel)

DEPARTURE CITY _____ DESTINATION CITY _____
PREFERRED DEPARTURE DATE _____ # OF ACCOMPANYING FAMILY MEMBERS _____

DETAILS FOR THOSE WHO WILL BE TRAVELING (required to book travel)

Name	Date of Birth (mm/dd/yyyy)	Relationship	Passport Expiration Date (mm/dd/yyyy)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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. Students are not authorized to contact the Travel Agency or the Airlines directly to postpone their departure date. In such cases where the student does not board the flight by the authorized travel date, the tickets will be canceled and the student will be required to pay the full cost for new tickets.
- The Travel Agency is not authorized to provide any direct refunds to students or to accept payment directly from students.
- Any changes to the itinerary/travel dates after the ticket has been booked must be authorized by CBIE in accordance with the Ministry's travel policy deadlines, 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.
- The process of issuing the baggage allowance cannot commence until CBIE receives confirmation from the Travel Agency that tickets have been booked. Depending on when confirmation is received and both internal and bank financial processing timelines, students may not receive the baggage allowance until after departing North America. As such, students are advised to keep their bank accounts open until all final payments have been received.

I understand the travel policies as stated above.

Signature of Student

Date of Submission

Please return this **FINAL TRAVEL REQUEST FORM (all 3 pages)** to: travel.ca@cbie.ca (students in Canada), or travel.us@cbie.ca (students in the US), along with your:

- CLOSE FILE FORM**
- THESIS REIMBURSEMENT FORM** (if applicable), &
- COPIES OF **ALL REQUIRED DOCUMENTS** (see *Close File form* for further details)

Form Updated: March 2022