



## LNASP FORM: REQUEST FOR REIMBURSEMENT - GENERAL

**POLICY:**

General reimbursement requests must be submitted no more than 6 months from the date on the receipt while the student's scholarship period is still active. For policies pertaining to final baggage allowance, please refer to the Close File and Final Travel Forms, and for policies pertaining to thesis reimbursement, please refer to the Thesis Reimbursement Form regarding deadlines by which requests must be submitted.

Scholarship students are eligible to be reimbursed for the following expenses incurred during their ESL period:

- Up to five (5) language and aptitude tests, including: TOEFL, IELTS, GRE, GMAT, etc. (official test score must be included with your request).
- Up to five (5) application fees towards the nominated level and program of study.
- Students in the U.S. are eligible to be reimbursed for one evaluation credential report (maximum \$160). A copy of the credential evaluation report must be attached, and reimbursement is for the cost of the report only (maximum \$160), and not the cost of extra copies, delivery service, or WES ICAP service.

**STUDENT NAME:** \_\_\_\_\_

**CBIE STUDENT NUMBER:** \_\_\_\_\_ **LIBYAN NATIONAL ID NUMBER** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SCHOLARSHIP END DATE:** \_\_\_\_\_

LIST OF EXPENSES	DATE OF RECEIPT	AMOUNT	COMMENTS
1.			
2.			
3.			
4.			
5.			
<b>TOTAL AMOUNT :</b>			

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date Submitted to CBIE*

Please submit electronically to [reimbursements.us@cbie.ca](mailto:reimbursements.us@cbie.ca) for students in the U.S. and [reimbursements.ca@cbie.ca](mailto:reimbursements.ca@cbie.ca) for students in Canada.

**Note:** Receipts should be scanned in pdf format and emailed with your signed reimbursement form. If the receipt is not available, then please attach an alternative proof of payment, such as a copy of your bank or credit card statement that indicates the name of the payee with the purchase circled.

*Form Updated: March 2022*