

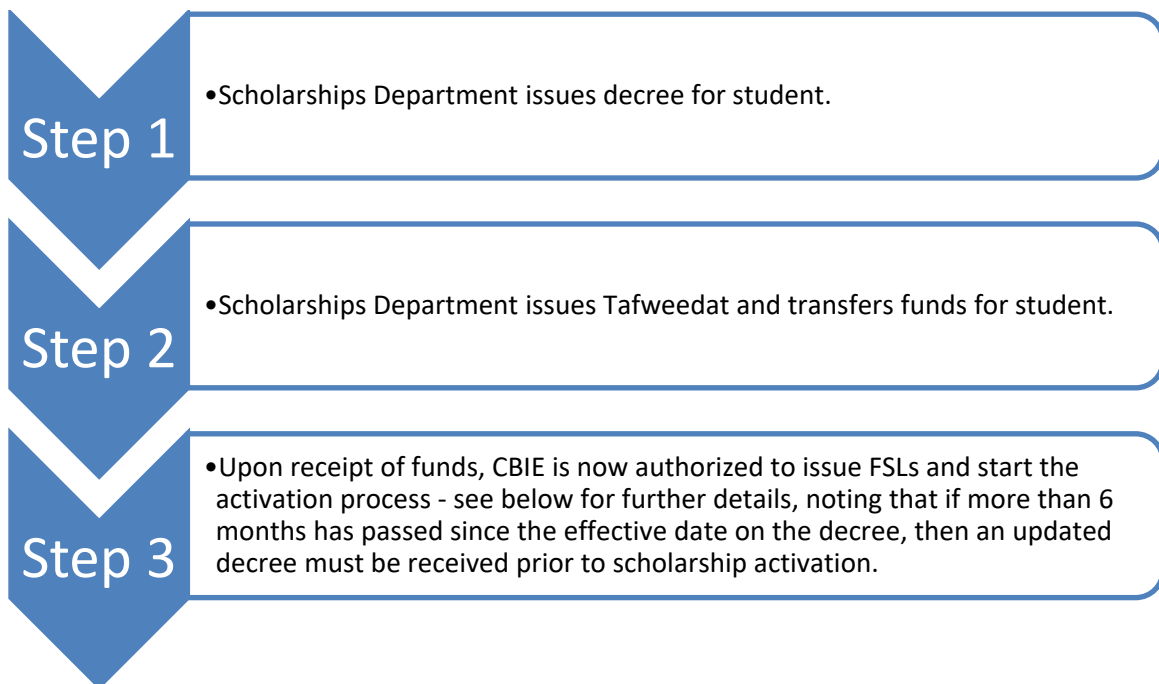


Understanding the Scholarship Activation Process:

A Decree Has Been Issued For Me... Now What?

The issuance of a decree by the Scholarships Department is an exciting and positive step in the process towards scholarship activation. However, it is important to understand that CBIE cannot issue any Financial Support Letters (FSLs) for admission, visa, or registration purposes until the funding for your decree has been received. The timeline for funding to be transferred may take on average anywhere from 3-6 months.

For further details regarding the activation process, please see below:





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Requirements for Scholarship Activation

- CBIE must receive through official Ministry channels a start payment decree with an effective date that is no more than 6 months old **AND** the student’s scholarship budget from Libya. No scholarship benefits can be activated until both are received.
- Additional documents that students must submit in order for scholarship benefits to be activated.
 - Letter of Acceptance which aligns with Scholarship Start Date
 - National ID number
 - Copy of entry visa passport showing arrival date to Canada/U.S.
 - Copy of void cheque with current banking information
 - Signed LNASP Student Agreement (available on LNASP website)
 - Signed Academic Consent Form (available on LNASP website)
 - Ministry Pledge Form II (available on LNASP website)
 - Student Contact Form (available on LNASP website). Reminder, please be sure to keep your address, phone number, and email address up-to-date with CBIE at all times.

Settling-In Allowance (SIA)

- The Settling-In Allowance is payable to **new and transfer students** and is equivalent to a “loan” of 2 MLAs, which are paid at the time of scholarship activation. The amount is then deducted/paid back in equal installments over the upcoming 24 month period. Eligible students who are interested in receiving the SIA must complete the SIA Form on the CBIE-LNASP website.
- Generally speaking, **reinstated students and extension students** are not eligible for the SIA, unless they are also transferring to the country for the first time. For most reinstated and extension cases, it is assumed that the student remained in the country of study and already established her/himself. However, if a student closes his/her file, returns to Libya, and is later approved for reinstatement or an MA to PHD extension, in such cases, if the student was gone from Canada/the U.S. for a significant period of time, and if the student requests the SIA due to the fact he/she is incurring financial burden while settling-in, then requests for the SIA will be reviewed on a case-by-case basis.

Monthly Living Allowance (MLA)

- MLA is paid to students who have active scholarship dates and who are actively pursuing their nominated study plan and maintaining full-time registration/enrollment each academic term.
- MLA is paid upon receipt of the quarterly MLA budget from Libya and paid at the rate specified on each student’s decree.



Health Insurance

- Students and dependents in Canada receive health insurance coverage under the Manulife Group plan. Once all Scholarship Activation steps are completed (see above), CBIE will submit a request to Manulife for insurance to be activated. A temporary insurance ID will be emailed to the student, with hard copies of insurance cards mailed to CBIE and then forwarded to the students approximately 2-3 weeks later. Students are fully responsible for any/all co-pays, expenses, etc. that are not covered by Manulife. (Please refer to the Manulife booklet that you will receive with your insurance card for more details.) As well, based on having coverage through the Manulife Group Health Insurance plan, students in Canada are required to opt out of the university plan.
- There is no group health insurance plan currently available for students in the U.S. Therefore primary students should enroll in the university health insurance plan, and the fees will be billed to CBIE on the regular tuition invoice. If the university does not offer a health insurance plan, primary students are advised to purchase health insurance coverage through a private/3rd party and submit receipts and proof of coverage for reimbursement each term. Please also note that dependents are not eligible for coverage in the U.S., unless specifically required by the primary scholarship student's school.
- The Scholarship does not include dental coverage. Therefore students in Canada and the U.S. are responsible for any and all associated dental expenses.
- For general questions pertaining to insurance, please email: insurance.ca@cbie.ca (students in Canada), or insurance.us@cbie.ca (students in the US).

Tuition/Financial Support Letters

- After your scholarship has officially been activated by CBIE, your CBIE Academic Manager will issue a Financial Support Letter to you for tuition/registration purposes, which you will need to submit to your school. The letter will specify the term for which you have been approved to study (example: Fall 2021), and the letter will provide the institution with instructions on when and where to submit your tuition invoice for payment.
- Your responsibility as a student is to submit your class schedule (course name, course code, number of credits per course, dates for each course) to your CBIE Academic Manager at the start of each term, and to provide your final grade report at the end of each term. Upon receipt of your final grade report, your CBIE Academic Manager will then issue a new Financial Support Letter for the upcoming term.
- Using the Financial Support Letter, which confirms health insurance coverage through the Manulife Group Plan, students in Canada are required to opt out of the University Health Insurance Plan by the university's deadline.



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Book Allowance

- Students are eligible to receive a book allowance twice per year for each year of scholarship. Typically the book allowance is paid during the Winter/Spring and Fall terms, upon receipt of funds from the Ministry.

Eligible Reimbursements

- For details on reimbursement policies, please refer to the Forms section of the CBIE-LNASP website.
- Please be advised that receipts dated more than 6 months in the past will not be eligible for reimbursement.

ESL Period and Academic Admission Process

- New scholarship students are entitled to 12-15 months maximum ESL time, after which you are expected to commence full-time academic study in your nominated degree program.
- During your ESL period, students are required to take the IELTS/TOEFL, and other standardized tests, such as GRE/GMAT (depending on level and field of study), and are responsible for applying to academic programs that align with their nominated degree program. CBIE Academic Managers are available to advise students throughout the application process and will issue Financial Support Letters for Admission Purposes to support students' applications. For details on application and test fee reimbursements, please refer to the Reimbursement Form.

Scholarship Period and Scholarship Dates

- It is very important that students are aware of their scholarship dates. If you do not know your scholarship start and end date, please contact your CBIE Academic Manager, who will be happy to review your file with you.
- As per the Ministry's policies, Master's and PhD students are not eligible to apply for extensions. Bachelor's students who have a 56 month scholarship and require only one additional semester may apply for a single extension, not to exceed 4 months, which must be approved and funding by the Ministry before any extension benefits can be activated.
- Students who successfully graduate within their original nominated scholarship period will be eligible to receive a maximum one bonus MLA, upon receipt of funds from the Ministry. (i.e. A student who is nominated for a 36 month Master's scholarship and who graduates after 32 months will receive the 33rd MLA as his/her bonus and final MLA.)



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Close File and Final Tickets

- In accordance with the Ministry’s Close File Policy, in order to receive a return ticket to Libya, paid for by the scholarship, students must depart North America and return to Libya no more than 6 months after the end date of their scholarship. (i.e. A student whose scholarship ends October 31, 2021 must return to Libya no later than April 30, 2022 in order to receive an airline ticket through the scholarship. The return date is based on the scholarship end date, not the graduation date.)
- For further details on the documents that must be submitted and the timeline, please refer to the Close File and Final Ticket Forms on the CBIE-LNASP website.

Staying In Touch with CBIE

- Students are expected to stay in close communication with their assigned CBIE Academic Manager throughout your scholarship period. Please refer to the Contact Page of the CBIE-LNASP website for a list of all LNASP team members.

Helpful Links

- CBIE-LNASP Forms: <https://cbie.ca/what-we-do/current-programs/libyan-north-american-scholarship/lnasp-forms/>
- CBIE-LNASP Contact Page: <https://cbie.ca/what-we-do/current-programs/libyan-north-american-scholarship/contact/>
- CBIE-LNASP Latest News and Updates: <https://cbie.ca/what-we-do/current-programs/libyan-north-american-scholarship/latest-news/>
- Scholarship Policies: <https://cbie.ca/what-we-do/current-programs/libyan-north-american-scholarship/scholarship-policies/>