

HECAS 2020 TERMS AND CONDITIONS

1. HECAS is opened twice a year: 1st Round in February and 2nd Round is in August. Programmes offered during these two rounds may vary. Refer to '**ENTRY REQUIREMENTS**' for current programmes offered by local Higher Education Institutions (HEIs) and Scholarship Section, Ministry of Education.
2. Government Overseas Scholarship under the Scholarship Section, Ministry of Education will **ONLY** offer programmes during **1st Round of HECAS in February**.
3. HECAS is opened for holders of valid Brunei Darussalam issued identity cards (yellow/purple/green).
4. Applicants must use their **OWN** identity cards when applying HECAS. Follow the procedures posted in the '**GUIDELINES**' on registration and completing HECAS online form.
5. Only citizens of Brunei Darussalam (yellow I.C. holders) who have at least a Credit C6 in Bahasa Melayu in Brunei Cambridge GCE 'O' Level examination can apply for scholarship (local or overseas).
6. Students from Bridging Programmes offered by local HEIs including BriTE and Unibridge **MUST** apply through HECAS to enroll in first Degree programmes offered by local HEIs.
7. HECAS does not process applications of government servants applying for in-service training or foreign applicants who do not have valid Brunei Darussalam IC. For more information on related issues, applicants can contact the Admission Office of the respective local HEIs or the Scholarship Section, Ministry of Education to inquire about the application procedures.
8. HECAS will not process applications and entertain appeal for those who do not fulfil all requirements as follows:
 - i. HECAS application is submitted before the closing date of HECAS;
 - ii. Payment is settled before the closing date of HECAS; and
 - iii. Submit document/ application required in the Institution Checklist the before closing date stated by the respective institutions.
9. For cash payment, **applicants must bring their identity cards when making cash payments**. All cash payment must be made at the designated payment counters before closing date of HECAS. Full amount must be paid for application to be processed. Refer to 'List of Payment Counters' for more details.

10. For payment using BIBD internet banking, it will take **2 WORKING DAYS** for the payment status to be updated in HECAS. Once this is done, applicants can login to print or download their completed HECAS online form.
11. All payments made either through online payment or cash are **NON-REFUNDABLE**. Applicants are advised to be cautious when making payments. Appeal regarding payment will **NOT** be entertained.
12. The charges are based on the number of programmes selected as per below:

No. of Programmes	Fee
1	\$5
2	\$10
3	\$15
4-5	\$20

13. During **1st and 2nd Round of HECAS** and for applications to **local HEIs** only, applicants are only allowed to select up to **FOUR** programmes and a maximum of **TWO** programmes from each HEIs.

For example,

Institution/ Student	Student A	Student B	Student C	Student D	Student E
UBD	1	2			2
UNISSA	1		1		
UTB	1	2			1
PB	1			2	
Total Applied	4	4	1	2	3
Fee	20	20	5	10	15

14. During **1st Round of HECAS** and for applications to **Overseas Scholarship** under the Scholarship Section, Ministry of Education, applicants are only allowed to select up to **ONE** programme for overseas scholarship in addition to at least **ONE** programme offered by local HEIs.

For example,

Institution/ Student	Student A	Student B	Student C	Student D	Student E
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UBD	1	2			2
UNISSA	1	1	1		
UTB	1	2		2	1
PB	1				
Overseas Scholarship	1	1	1	1	1
Total Applied	5	5	2	3	4
Fee	20	20	10	15	20

15. Applicants who are currently studying in local HEIs or on overseas scholarship **ARE NOT ALLOWED** to re-apply or change to a new programme through HECAS.
16. Read the '**ENTRY REQUIREMENTS**' for the entrance requirements of local HEIs or for overseas scholarship and number of sittings allowed for GCE 'O' and 'A' Level examinations. Applicants are advised to **APPLY ONLY TO PROGRAMME(S) RELEVANT TO THEIR QUALIFICATIONS**.
17. Applicants must select and enter their programmes choices in the order of their preference, i.e. the 1st choice would be the most preferred by the applicant, followed by less preferred programmes as 2nd choice, 3rd and so on.
18. Applicants are allowed to use their predicted results to apply to our local universities (UBD, UNISSA & UTB) or for Overseas Scholarship. They will receive a conditional offer upon meeting the entry requirement set by the institution concerned.
19. For similar subject taken at different sittings, just enter the BEST grade obtained. Year obtained should be entered in accordance to what was stated in the certificate and not the date the result was announced. For example, grades obtained for Mathematics in 'A' Level June 2009 and November 2009 were 'C' and 'D' respectively. So the best grade would be 'C' and the year obtained was June 2009.
20. For relevant documents to be submitted or emailed, refer to 'Institution Checklists' in the download sections. This checklist should be submitted together with all relevant documents:
21. All photocopied academic achievements to be submitted or emailed must be certified by the last school/institution attended.
22. Anyone who wishes to apply to HECAS must register as a new applicant for each new intake of HECAS.
23. After announcement of HECAS application result, unsuccessful applicant who meet the entry requirement set by HEIs or the Scholarship Section, if he/she wishes, can send letter of appeal to HEIs or the Scholarship Section for consideration to

programme he/she is qualified. However, applicants are given 3 working days to send or email their letters of appeal.

24. HEIs and the Scholarship Section, Ministry of Education reserve the right to **REJECT** applications that are incomplete, contained false information or received after the 3rd working day of HECAS closing date.

25. HECAS is responsible for admission process to HEIs and Overseas Scholarship under the Scholarship Section, Ministry of Education only. The application for the award of local scholarship to study in HEIs will be submitted by each HEIs to Ministry of Education **AFTER** students receive offer letter from HEIs. It is important for all students to take note that, Ministry of Education reserves the right **REJECT** applications of those who do not fulfil criteria for award of scholarship.

Prepared by: Higher Education Division
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Brunei Darussalam

Updated on: 10 August 2020