

HECAS TERMS AND CONDITIONS

1. All application to Universiti Brunei Darussalam (UBD), Universiti Islam Sultan Sharif Ali (UNISSA), Universiti Teknologi Brunei (UTB), Politeknik Brunei (PB) and for the Brunei Government Overseas Scholarship under the Department of Scholarship Management, Ministry of Education must be through HECAS. No direct application to these institutions will be entertained.
2. 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.
3. Government Overseas Scholarship under the Scholarship Section, Ministry of Education will **ONLY** offer programmes during **1st Round of HECAS in February**.
4. HECAS is opened for holders of valid Brunei Darussalam issued identity cards (yellow/purple/green).
5. Applicants must use their **OWN** identity cards when applying HECAS. Follow the procedures posted in the '**GUIDELINES**' on registration and completing HECAS online form.
6. 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).
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 HEIs or the Scholarship Section, Ministry of Education to inquire about the application procedures.
8. For cash payment must be made at the designated payment counters before closing date of HECAS. **Applicants must bring their identity cards when making cash payments**. Full amount must be paid for application to be processed. Refer to 'List of Payment Counters' for more details.
9. For payment using BIBD internet banking, it will take 1 **WORKING DAY** 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.

10. All payment made either through online payment or cash is **NON-REFUNDABLE**. Applicants are advised to be cautious when making payment. Appeal regarding payment will be **NOT** be entertained.

11. The charges are based on the number of programmes selected as per below:

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

12. For applicants applying 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

13. For applicants applying to Overseas Scholarship under the Scholarship Section, Ministry of Education, applicants are only allowed to select up to **FIVE** programmes. Applicants are only allowed to select **ONE** programme for overseas scholarship. Applicants **MUST** also apply for at least **ONE** programme offered by local HEIs 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	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	5	10	15

14. 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.

15. 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**.
16. 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.
17. 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.
18. 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.
19. 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:
20. All photocopied academic achievements to be submitted or emailed must be certified by the last school/institution attended.
21. Anyone who wishes to apply to HECAS must register as a new applicant for each new intake of HECAS.
22. 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.
23. Only appeal from applicants who successfully submitted their HECAS Online Form, submit institution's online registration and/or complete relevant document to institution applied, and made payment in full will be entertained.
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.

Prepared by: Higher Education Division
Ministry of Education
Brunei Darussalam

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