

HECAS TERMS AND CONDITIONS

A. INTRODUCTION

1. HECAS is open for twice annually: the application for August Intake in February and the application for January Intake in August. The programs offered during these rounds may vary.
2. The Government Overseas Scholarship, managed by the Department of Scholarship Management under the Ministry of Education, is only offered during the application period in February.
3. Anyone wishing to apply to HECAS must register as a new applicant for each new intake of HECAS.
4. Eligible applicants to apply through HECAS include:
 - 4.1 Holders of valid Brunei Darussalam-issued identity cards (yellow/ purple/ green) may apply through the HECAS online application.
 - 4.2 Applicants using their predicted results to apply to local universities (UBD, UNISSA & UTB) or for Overseas Scholarships. They will receive a conditional offer upon meeting the entry requirements set by the respective institution.
 - 4.3 Applicants currently undergoing industrial placement/attachment may use their incomplete result statement to apply to local universities (UBD, UNISSA & UTB) or for Overseas Scholarships. They will receive a conditional offer upon meeting the entry requirements set by the respective institution.
 - 4.4 Applicants currently enrolled in Unibridge, BriComp, BriTES, BriBUS, AgriBridge, or HND in UNISSA may use their incomplete result statement to apply to local universities (UBD, UNISSA & UTB) or for Overseas Scholarships. They will receive a conditional offer upon meeting the entry requirements set by the respective institution.
 - 4.5 Applicants who have completed their studies but have not yet received their certificate or statement of result from IBTE or any Private Higher Education Institution (including but not limited to IGS, Cosmopolitan College, Kemuda Institute, Micronet International College, Laksamana College, HADtech and JPMC College) may submit their grades directly to the institutions they applied to as soon as they receive them.

Please note that institutions reserve the right to accept or reject submissions of grades/certificates/statements of result after the closing date of HECAS for applicants in category 4.4.

5. Non-eligible applicants to apply through HECAS include:

5.1 Current students of UBD, UNISSA, UTB, and PB or those on Overseas Scholarships are not permitted to reapply or change to new programs through HECAS.

5.2 Those who are deferring their study in UBD, UNISSA, UTB and PB.

5.3 Government servants applying for in-service training or foreign applicants without valid Brunei Darussalam-issued identity cards.

5.4 Students deferring their studies at UBD, UNISSA, UTB, and PB who wish to apply for Overseas Scholarships are not permitted to reapply or change to new programs through HECAS.

B. APPLICATION CONSIDERED AS COMPLETE

6. Applicants must use their own identity cards when applying for HECAS. Please follow the procedures outlined in the 'GUIDELINES' section on how to register and complete the HECAS online form.

7. Applicants must ensure that the email and phone number provided in the HECAS Online Form are correct and checked frequently until the deadline for accepting/rejecting Offer Letters, which will be announced after the HECAS results are released.

8. A complete application to UBD, UNISSA, UTB and PB must include the following:

8.1 Submission of HECAS Online Form before the closing date of HECAS;

8.2 Full payment before the closing date of HECAS; and

8.3 Fulfilling the Institution Checklist.

9. HEIs and the Department of Scholarship Management under the Ministry of Education reserve the right to reject and disregard appeals for incomplete applications as mentioned in item 8.

10. All photocopied academic achievements submitted or emailed must be certified by the last school/institution attended.

11. Institutions will not process applications submitted to OASYS/ Apply@UTB/ PBAS for applicants who did not apply to HECAS after the closing date of HECAS.

C. PROGRAM CHOICE

12. Please refer to the 'ENTRY REQUIREMENTS' section for information on the entrance requirements of local HEIs or overseas scholarships and the number of sittings allowed for GCE 'O' and 'A' Level examinations. Applicants are advised to apply only for programs relevant to their qualifications.
13. Applicants must select and enter their program choices in order of preference, with the first choice being the most preferred, followed by less preferred programs as the second, third, and so on.
14. Applicants may change their program choices before the closing date of HECAS. Changes after the closing date will not be entertained.
15. HECAS, Higher Education Institutions (HEIs), and the Department of Scholarship Management under the Ministry of Education reserve the right to reject and disregard appeals for applications with different programs applied for in HECAS and institutions' admission systems (OASYS/Apply@UTB/ PBAS).
16. For subjects taken at different sittings, only enter the best grade obtained. The year obtained should be entered as stated on the certificate, not the date the result was announced. For example, if grades obtained for Mathematics in 'A' Level June 2009 and November 2009 were 'C' and 'D' respectively, the best grade would be 'C' and the year obtained would be June 2009.
17. Applicants who receive a Conditional Offer must meet certain requirements, such as exam results, to secure their place in the program.

D. PAYMENT

18. Once applicant submitted their HECAS Online Form, One Common Billing System (OCBS) will take 2 working days to generate HECAS Bill. This bill will be sent to applicant's email.
19. For cash payments, they must be made at designated payment counter(s) before HECAS closing date. Applicants must bring their identity cards, HECAS Bill generated by One Common Billing System (OCBS) and HECAS Online Form when making cash payments. The full amount must be paid for the HECAS application to be processed. Please refer to the 'Payment Counters' for more details.
20. For payments made using BIBD internet banking, it will take 2 working days for the payment status to be updated in HECAS. Once updated, applicants can log in to print or download their completed HECAS online form.

21. All payments made either through online payment or cash are non-refundable. Applicants are advised to exercise caution when making payments as appeals regarding refunds will not be entertained.

22. The fees are based on the number of programs selected as stated below:

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

E. ANNOUNCEMENT OF RESULT AND APPEAL

23. After the announcement of HECAS application results, unsuccessful applicants who meet the entry requirements set by HEIs or the Department of Scholarship Management may send letters of appeal to HEIs or the Department of Scholarship Management for consideration to programs they are qualified for within 3 working days of receiving their HECAS results.

24. After the announcement of HECAS application results, successful applicants will receive an offer letter from each institution via email. It is the student's responsibility to accept or reject the offer within the deadline given by the institutions. HECAS will not be responsible for institutions' decisions to withdraw their offer after the deadline.

Please note that the result received upon logging in to HECAS should not be considered as an offer letter and does not confirm your place in the institutions. Institutions reserve the right to withdraw their offer.

25. Only appeals from applicants who successfully submitted their HECAS Online Form, completed institution's online registration and/or relevant documents, and made full payment will be entertained.

26. HEIs or the Department of Scholarship Management under the Ministry of Education reserve the right to reject appeal that are incomplete, contain false information, or are received after the closing date of appeal.

F. SCHOLARSHIP PROCESS AFTER RESULT ANNOUNCEMENT

27. Only citizens of Brunei Darussalam (yellow I.C. holders) who have achieved at least a Credit C6 in Bahasa Melayu in the Brunei Cambridge GCE 'O' Level examination may apply for scholarships (local or overseas). Application for local scholarship will be processed by the institutions applied to after successful applicants accepted the offers.
28. Institutions will not process scholarships for applicants with incomplete applications as mentioned in item 8.

Prepared by: Department of Higher Education
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