

HECAS TERMS AND CONDITIONS

A. DECLARATION

By submitting HECAS Online Form, automatically, applicants declare that they have read, understood and be bound by these Terms and Conditions listed below. Applicants also confirm that all information provided in HECAS Online Form is accurate and complete to the best of your knowledge.

B. INTRODUCTION TO INTAKE

1. HECAS is open for twice annually:

	HECAS Online Application	Intake
1	February (this year)	July/ August/ September (this year)
2	August (this year)	January (next year)

2. Participating institutions for each intake are as follows:

	Intake	UBD	UNISSA	UTB	PB	Overseas Scholarship
1	July/ August/ September (this year)	/	/	/	/	/
2	January (next year)	x	/	x	/	x

3. All applicants intending to apply through HECAS must register as a new applicant for each admission intake. Accounts and applications from previous intakes shall not be carried forward automatically.
4. Applicants must register and submit applications using their own valid Brunei Identity Card (IC) number. Applicants are required to follow the procedures and instructions provided in the HECAS Guidelines when registering and completing the online application form.
5. Applicants are responsible for ensuring that the email address and mobile phone number provided in the HECAS Online Form are accurate, valid, and active.

C. ELIGIBILITY

6. The following categories of applicants are eligible to submit applications through HECAS:

6.1 Brunei Darussalam Identity Card Holders: Applicants holding a valid Brunei Darussalam Identity Card (Yellow, Purple, or Green IC) are eligible to apply through the HECAS online application system.

6.2 Applicants with Predicted Results: Applicants who are awaiting their final examination results and are applying to local universities, namely Universiti Brunei Darussalam (UBD), Universiti Teknologi Brunei (UTB), Universiti Islam Sultan Sharif Ali (UNISSA), or for Overseas Scholarship scheme, may apply using their predicted results.

A conditional offer may be granted, subject to meeting the final entry requirements set by the respective institution or scholarship scheme.

6.3 Applicants Undergoing Industrial Placement or Attachment: Applicants who are currently undertaking industrial placement, internship, or attachment programmes and have not yet obtained their final results may apply using their latest available statement of results.

A conditional offer may be granted, subject to meeting the final entry requirements set by the respective institution or scholarship scheme.

6.4 Applicants Currently Enrolled in Bridging Programmes: Applicants currently enrolled in one of the following programmes may apply using their latest available statement of results, even if their studies have not yet been completed:

- UBD UniBridge
- UTB BriComp, BriTES, or BriBUS
- UNISSA AgriBridge

A conditional offer may be granted, subject to meeting the final entry requirements set by the respective institution or scholarship scheme.

6.5 Applicants Awaiting Official Results or Certificates: Applicants who have completed their studies and who have not yet received their official certificate or final statement of results at the time of application may still submit an application through HECAS. This provision applies to applicants who have previously studied at the Institute of Brunei Technical Education (IBTE) or any recognised Private Higher Education Institution (PHEI), including but not limited to:

- IGS College
- Cosmopolitan College
- Kemuda Institute
- Micronet International College
- Laksamana College of Business

- HADTech College
- JPMC College of Health Sciences

7. The following categories of applicants are not eligible to apply through HECAS:

7.1 Current Students of Participating Institutions: Applicants who are currently enrolled in programmes at Universiti Brunei Darussalam (UBD), Universiti Islam Sultan Sharif Ali (UNISSA), Universiti Teknologi Brunei (UTB), Politeknik Brunei (PB), or under an Overseas Scholarship Scheme are not permitted to submit a new application through HECAS for the purpose of changing programmes, transferring courses, or seeking a new placement.

7.2 Students on Approved Study Deferment: Applicants who have already been offered admission and are currently under an approved deferment of studies at UBD, UNISSA, UTB, or PB are not eligible to submit a new application through HECAS during the period of deferment.

7.3 Government Employees and Foreign Nationals: Government servants applying for in-service training or foreign applicants without valid Brunei Darussalam-issued identity cards.

D. REQUIREMENT OF COMPLETE APPLICATION

8. HECAS Administration, participating Higher Education Institutions (HEIs), and the Department of Scholarship Management, Ministry of Education, reserve the right to reject, disregard, or decline any appeal relating to incomplete applications.
9. An application to Universiti Brunei Darussalam (UBD), Universiti Islam Sultan Sharif Ali (UNISSA), Universiti Teknologi Brunei (UTB), and Politeknik Brunei (PB) shall be considered complete only when all of the following requirements have been met:
 - i. Submission of the HECAS Online Application Form before the official application closing date;
 - ii. Full payment of the prescribed application fee before the official application closing date; and
 - iii. Fulfilment of all requirements specified in the relevant Institution Checklist, including the submission of all required supporting documents.
10. Failure to satisfy any of the requirements in item 9 may result in the application being deemed incomplete and ineligible for consideration.
11. An application may be considered incomplete, invalid, or subject to rejection if it contains false, misleading, inaccurate, incomplete, inconsistent, or fraudulent information. Examples include, but are not limited to:
 - a. The applicant uses an identity card number that does not belong to them;

- b. The applicant uses a previous identity card number after being issued a new Brunei Darussalam identity card following the award of Brunei citizenship;
- c. The total number of programmes selected in the HECAS application does not exactly match the total number of programmes applied for through the relevant institutional application systems, including OASYS, Apply@UTB, and PBAS;
- d. The programme choices listed in HECAS do not exactly correspond to the programme choices submitted through OASYS, Apply@UTB, and PBAS, where applicable;
- e. The applicant submits an application through HECAS but fails to submit the corresponding application through the relevant institutional application platform (OASYS, Apply@UTB, or PBAS);
- f. The applicant fails to submit the required supporting documents through the prescribed method, including document upload or designated email; and

E. PROGRAMME 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.
- 13. For subjects taken across multiple examination sittings, applicants should enter only the highest grade obtained for each subject.
- 14. The examination year entered must correspond to the year stated on the official certificate or statement of results, and not the date on which the results were announced.
- 15. Applicants who receive a Conditional Offer must meet certain requirements, such as exam results, to secure their place in the programme.
- 16. Conditional Offers issued through HECAS remain subject to:
 - i. Fulfilment of programme-specific entry requirements; and
 - ii. Any additional conditions imposed by the admitting institution or scholarship authority.
- 17. Receiving a conditional offer does not guarantee final admission until all conditions have been satisfactorily met.

F. PAYMENT

18. Applicants are solely responsible for ensuring that the full application fee is paid and received before the official HECAS closing date.
19. Failure to complete payment by the closing date will result in the application being deemed incomplete and ineligible for processing, regardless of:
- i. Delays in the generation of the HECAS bill;
 - ii. Delays in payment processing; or
 - iii. Delays in the updating of payment status within the HECAS system.
20. To avoid item 19 from occurring, applicants are strongly encouraged to submit their applications early and allow sufficient time for bill generation, payment processing, and status updates before the closing date.
21. Upon successful submission of the HECAS Online Form, the One Common Billing System (OCBS) will generate a HECAS bill. The bill will normally be generated within two (2) working days and sent to the applicant's registered email address. Applicants are responsible for regularly checking their email, including spam or junk folders, to ensure timely receipt of the bill.
22. When making cash payment at the designated payment counters, applicants must present:
- i. Their valid identity card;
 - ii. The HECAS bill generated through the One Common Billing System (OCBS); and
 - iii. A copy of the HECAS Online Form, where required.
23. Applicants making payment through BIBD Internet Banking or other approved electronic payment channels should note that payment verification and status updates may take up to two (2) working days to be reflected in the HECAS system.
24. All application fees paid through HECAS, whether by cash, online banking, or any other approved payment method, are strictly non-refundable and non-transferable.

Applicants are advised to carefully review their eligibility, programme selections, and application details before making payment. Requests for refunds, reversals, credits, or transfers of payment will not be considered under any circumstances.

25. The fees are based on the number of programmes selected as stated below:

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

G. ANNOUNCEMENT OF RESULT AND APPEAL

26. Only applicants who have fully complied with all application requirements may submit an appeal. This includes:
- Successful submission of the HECAS Online Form by the prescribed deadline; and
 - Full payment of the applicable HECAS application fee.
27. Following the release of HECAS application results, applicants who are unsuccessful but satisfy the entry requirements prescribed by the relevant Higher Education Institution (HEI) may submit a written appeal for consideration.
28. Submission of an appeal does not guarantee admission, scholarship placement, or a review outcome in favour of the applicant.
29. Appeals must:
- Be submitted directly to the relevant HEI or the Department of Scholarship Management; and
 - Be received within three (3) working days from the date the HECAS results are announced to the applicant.
30. Applicants are solely responsible for:
- Monitoring their email and other official communication channels;
 - Reviewing the offer conditions carefully; and
 - Accepting or declining the offer within the deadline specified by the institution.
31. Applicants acknowledge and agree that:
- The application outcome displayed within the HECAS system is for information purposes only; and
 - A HECAS result notification does not constitute an official Offer Letter.
32. Successful appeal will receive an official Offer Letter directly from the respective institution via their registered email address or through other communication channels determined by the institution. Failure to respond within the prescribed timeframe may result in the offer being withdrawn or deemed forfeited.
33. HECAS shall not be held responsible for any decision by an institution to withdraw, revoke, or lapse an offer due to the applicant's failure to comply with the institution's requirements or deadlines.
34. The relevant HEI and the Department of Scholarship Management reserve the right to reject, disregard, or decline any appeal that:
- Is incomplete or lacks the required supporting documentation;
 - Contains false, misleading, inaccurate, or fraudulent information;
 - Is submitted after the prescribed appeal deadline; or
 - Does not satisfy the applicable admission requirements or appeal criteria.

H. SCHOLARSHIP PROCESS AFTER RESULT ANNOUNCEMENT

35. Application for local scholarship will be processed by the HEIs applied to after successful applicants accepted the offers.

Prepared by: Department of Higher Education
Ministry of Education
Brunei Darussalam

Updated on: 30 July 2026