

Full-Time Student Progression to Higher Education Policy			
Current Status:	Operational	Last Review:	June 2025
Policy Owner:	Group Principal University & Professional Development	Next Review:	June 2026
Roles Responsible for Review:		Originated:	November 2024
Approved by:	US Data, Registry & Compliance Executive Board	Committee:	
Type of Policy:	Students	Quality Assured by:	

Progression guarantee policy for Level 3 full-time students progressing to higher education courses

1. Introduction

- 1.1 This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:
 - West Suffolk College (Higher Education)
- 1.2 At Eastern Education Group, student progression is a fundamental priority. The Internal Progression to Higher Education Policy underscores our commitment to fostering academic and professional growth. This policy aims to facilitate smooth transitions for students aspiring to further their education and achieve their career objectives.
- 1.3 This policy sets out the eligibility for full-time students studying at Level 3 to fast-track their progression on to a University Studies Higher Education (HE) course. It applies to all students studying at the Eastern Education Group.

2. Internal Progression from Level 3 Full Time Students to Higher Education Courses

- 2.1 This progression agreement supports students at Level 3, enabling them to advance to the next stage of their studies, by guaranteeing a place on their chosen course at HE level (Level 4) at University Studies.
- 2.2 Students must meet the entry requirements for the University Studies HE course which includes Maths and English (where applicable).
- 2.3 All fast-track conditional progression offers must be made by EEG Admissions.
- 2.4 Any student refused progression for any reasons other than noted above will need to be approved by a panel which must consist of a member of the Admissions team, the Head of HE Curriculum Development and the Assistant Principal responsible for the area.

3. Internal Progression to Higher Education Fee Waiver Bursary

- 3.1 Any student progressing from Level 3 to Level 4 that is made a conditional offer on a University Studies course will be eligible for a £1,000 Internal Progression to Higher Education Fee Waiver Bursary in the first year of their course only.
- 3.2 There is no application process for the Internal Progression Fee Waiver Bursary as the details required will be gathered in the application and enrolment activity.
- 3.3 The Internal Progression to Higher Education Fee Waiver Bursary awards are paid in two equal instalments, based on the month in which your course started, see below:

Course Start Month	Bursary Payment Dates (last working day of)
September	Jan & Jun of the following calendar year
February	Jun & Dec of the same calendar year

- 3.4 Students who have completed their Level 3 qualification within 3 years prior to September 2024 are eligible for the Internal Progression to Higher Education Fee Waiver Bursary, provided they meet the entry requirements for the HE course.

Revision History – Policy name

Revision date	Reason for revision	Section number	Changes made
Nov 2024	New Policy		
June 2025	Review date		