

MEMORANDUM OF UNDERSTANDING

Blue Ridge Community and Technical College
and
Mount St. Mary's University

This Memorandum of Understanding ("Agreement") is made by and between Mount St. Mary's University, 16300 Old Emmitsburg Road, Emmitsburg, Maryland, 21727 ["Mount"] and Blue Ridge Community and Technical College ["BRCTC"], located at 13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403.

A. Purpose:

1. The purpose of this Memorandum of Understanding is to provide the terms of an operational relationship between **BRCTC** and the Mount's Frederick Campus (the Mount – Frederick Campus).

B. Goals:

1. To provide educational opportunities for graduates of **BRCTC** through the availability of various courses offered by the Mount-- Frederick Campus, leading to a bachelor's degree. Please see **ADDENDUM A** for detailed information.
2. To increase the number of **BRCTC** graduates who are bachelor's prepared.

C. The Mount -- Frederick Campus Responsibilities:

1. Provide courses facilitated by qualified Mount faculty leading to the designated Mount – Frederick Campus bachelor's degrees.
2. Provide yearly enrollment reports to **BRCTC** regarding graduates who utilize the benefits under this Agreement.
3. Provide **BRCTC** with all academic information for graduates and/or students.
4. Provide a transcript/transfer review free of charge.

D. BRCTC's Responsibilities:

1. Provide appropriate information regarding this Agreement and related transfer guides to **BRCTC** graduates.
2. Support the Mount's recruiters and/or advisors by informing **BRCTC's** graduates about events that are held on-site both at **BRCTC's** semiannual Transfer Expos and at any Mount campus.
3. Invite Mount – Frederick Campus advisors and/or representatives to all **BRCTC** Transfer Expos.
4. Allow a minimum of two visits per year at the semiannual Transfer Expos solely for the purpose of promoting this Agreement.
5. Provide Mount – Frederick Campus a direct contact person at **BRCTC**.

E. General Principles:

1. Students who apply to any Mount – Graduate, Continuing and Professional Studies program at the Frederick Campus or online must meet all standard academic requirements for admission.

2. Appointed institutional representatives at Mount – Frederick Campus and **BRCTC** will ensure that appropriate personnel in their respective institutions are aware of this Agreement, including faculty, staff, current students and graduates.
3. Representatives from Mount – Frederick Campus and **BRCTC** agree to meet once annually to discuss progress and conduct an annual review of this Agreement to include any required changes to Transfer Guides.

F. Tuition Policy:

1. **BRCTC** graduates will received a 20% reduced tuition rate for any undergraduate program held at the Mount – Frederick Campus and through the Graduate, Continuing and Professional Studies program list. The reduced tuition rate does not apply to supplies, books, fees or other costs associated with program(s). Please see **ADDENDUM A** for detailed tuition rates and fees and available academic programs.
2. **BRCTC** graduates will received a 20% reduced tuition rate for Graduate, Continuing and Professional Studies *graduate* programs held at Mount – Frederick Campus or online, if the student enrolls the semester directly after completing their undergraduate degree from a Graduate, Continuing and Professional Studies program held at the Frederick Campus or online AND does not “stop-out” or break from enrollment during their course load within the graduate degree. The reduced tuition rate does not apply to supplies, books, fees or other costs associated with program(s). Please see **ADDENDUM A** for detailed tuition rate and fees.
3. Students are financially responsible for all fees or tuition owed to the Mount.
4. This reduced tuition rate is only offered for programs held through the Graduate, Continuing and Professional Studies programs at the Mount – Frederick Campus or online. Please see **ADDENDUM A** for a list of qualifying programs.
5. The effective date for an **BRCTC** student to be eligible for the reduced tuition rate is the semester following the date that this Agreement is signed by both parties
6. The reduced tuition rate is not retroactive; however, current students enrolled in a Graduate, Continuing Studies and Professional program at the Mount – Frederick Campus or online and are graduates of **BRCTC** are eligible for the reduced tuition rate effective the semester following the date that this Agreement is signed by both parties
7. Tuition and fees are subject to change. The Mount will provide written notice to the **BRCTC** designated representative 60 days in advance of any change in tuition and/or fees.

G. Effective Date:

1. This Agreement becomes effective upon signature by all parties and shall continue in effect terminated by either party. The program and tuition policies described in this Agreement will become effective the semester following the date this Agreement is signed by both parties. The Mount and **BRCTC** will consider, in good faith, any amendments proposed by either party; however, this Agreement may only be amended in writing by both parties.

H. Termination:

1. The Agreement may be terminated by either party on 60 days written notice. Termination of the Agreement will not affect the admission status of currently enrolled students. Students shall continue to receive a tuition reduction per **Section F. Tuition Policy** for as long as the student remains continuously enrolled in a program at MSMSU – Frederick Campus.

IN WITNESS WHEREOF the parties hereto have executed this Agreement in the duplicate this

_____ day of _____, 2020.

Dr. Jennifer Staiger

Associate Provost, Frederick Campus
Mount St. Mary's University

Peter G. Checkovich, Ed.D.

President
Blue Ridge Community and Technical College

Dr. David McCarthy

Associate Provost
Mount St. Mary's University.

ADDENDUM A
Mount St. Mary's University Frederick Campus
Tuition and Fee Rates
2020-2021 Academic Year

All Undergraduate Programs

- **Standard Tuition Rate** per Undergraduate Credit Hour \$540.00
- **Reduced Tuition Rate (20%)** per Undergraduate Credit Hour **\$432.00**

Business Graduate and Post Baccalaureate Certificate Programs
(MBA and MSSM)

- **Standard Tuition Rate** per Graduate Credit Hour \$650.00
- **Reduced Tuition Rate (20%)** per Graduate Credit Hour **\$520.00**

(MHA)

- **Standard Tuition Rate** per Graduate Credit Hour \$685.00
- **Reduced Tuition Rate (20%)** per Graduate Credit Hour **\$548.00**

Education Graduate and Post Baccalaureate Certificate Programs

- **Standard Tuition Rate** per Graduate Credit Hour—Education \$565 + Fees
- **Reduced Tuition Rate (20%)** pre Graduate Credit Hour—Education **\$452 + Fees**

Science Graduate and Post Baccalaureate Certificate Programs

- **Standard Tuition Rate** per Graduate Credit Hour—Education \$685
- **Reduced Tuition Rate (20%)** pre Graduate Credit Hour—Education **\$548**

Fees

- Unless otherwise noted above, most fees have been eliminate for most programs.

ADDENDUM A-Continued**Qualifying Undergraduate, Graduate and Certificate Programs at
MSMU – Frederick Campus or online:**

Accounting (UG)	Advanced Study in Reading (Education Certificate)
Business Administration (UG)	Advanced Study in Reading (Education Certificate)
Communications (UG)	Data Science (Certificate)
Criminal Justice (UG)	Forensic Accounting and Fraud Investigation (Certificate)
Elementary/Special Education (UG)	Government Contracting (Certificate)
Human Services (UG)	Instructional Leadership (Education Certificate)
Masters of Business Administration (GR)	Logistics and Supply Chain Management (Certificate)
Master of Science in Biotechnology and Management (GR)	Organizational Development (Certificate)
Master of Science in Sports Management (GR)	Project Management (Certificate)
Master of Health Administration (GR)	Quality Assurance and Regulatory Science (Certificate)
Master of Education in Reading (GR)	Risk Management and Cybersecurity for Professionals (Certificate)
Master of Education in Technology Facilitation (GR)	Technology Facilitation (Education Certificate)
Master of Education in Instructional Leadership (GR)	
Master of Arts in Teaching (GR)	