

## TRANSFER AGREEMENT

between

**Borough of Manhattan Community College**  
**(hereinafter referred to as “BMCC”)**

**New York, NY, USA**

and

**Royal Roads University**  
**(hereinafter referred to as “RRU”)**

**Victoria, BC, Canada**

This Transfer Agreement constitutes an agreement between Royal Roads University (RRU) and Borough of Manhattan Community College (BMCC).

### Objective of the Agreement

RRU agrees to recognize students from the following programs at BMCC that lead to the Associate of Applied Science (A.A.S), Associate of Arts (A.A), or Associate of Science (A.S.) with appropriate prerequisite qualifications as having met the 60-credit requirement for admission into the third year of the Bachelor of Business Administration (BBA) in Innovation and Sustainability degree at RRU:

- **Accounting (A.A.S)**
- **Business Management (A.A.S)**
- **Small Business/Entrepreneurship (A.A.S)**
- **Economics (A.A)**
- **Business Administration (A.S)**
- **Digital Marketing (A.S)**
- **Financial Management (A.S)**
- **Public and Nonprofit Administration (A.S)**

RRU agrees to recognize students from the following programs at BMCC with appropriate prerequisite qualifications as having met the 60-credit requirement for admission into the third year of the Bachelor of Arts in Professional Communication (BAPC) degree at RRU:

- **Communication Studies (A.A)**
- **Business Administration (A.S)**
- **Liberal Arts (A.A)**

RRU agrees to recognize students from the **Business Administration (A.S)** at BMCC with appropriate prerequisite qualifications as having met the 60-credit requirement for admission into the third year

of Bachelor of Arts in Global Tourism Management (BAGTM) or Bachelor of Arts in International Hotel Management (BAIHM) at RRU.

RRU agrees to recognize students from the **Biotechnology Science (A.S)** program at BMCC with appropriate prerequisite qualifications as having met the 60-credit requirement for admission into the third year of the Bachelor of Science in Environmental Science (BScES) at RRU.

#### Program Requirements

By this agreement, applicants from BMCC who meet the requirements outlined below will be eligible for admission into the third year of RRU programs outlined in this agreement, provided all other entrance criteria are met ([per the program admission requirements on the RRU website](#)) and space remains available.

The total credits recognized for RRU's bachelor degrees: 60

Total additional credits required by the student to complete bachelor's degree: 60

Total credits required for the RRU's bachelor's degree: 120

For admission into the BBA degree program, students must successfully complete **Accounting (A.A.S), Business Management (A.A.S), Small Business/Entrepreneurship (A.A.S), Economics (A.A), Business Administration (A.S), Digital Marketing (A.S), Financial Management (A.S), Public and Nonprofit Administration (A.S)** with a minimum 'B' (3.00/4.00 GPA\* over a minimum of 60 post-secondary credits or equivalent).

For admission into the BAPC degree program, students must successfully complete **Communication Studies (A.A), Business Administration (A.S), Liberal Arts (A.A)** with a minimum 'B' (3.00/4.00 GPA\* over a minimum of 60 post-secondary credits or equivalent).

For admission into the BAGTM degree program, students must successfully complete **Business Administration (A.S)** with a minimum 'B' (3.00/4.00 GPA\* over a minimum of 60 post-secondary credits or equivalent); and

- a resume/CV showing at least 400 hours of tourism/hospitality related work experience.

For admission into the BAIHM degree program, students must successfully complete **Business Administration (A.S)** with a minimum 'B' (3.00/4.00) GPA\* over a minimum of 60 post-secondary credits or equivalent); including

- BMCC's ACC 122 or ACC 222, or financial accounting equivalent, with a minimum "C" (2.00/4.00); and
- a resume/CV showing at least 400 hours of tourism/hospitality related work experience.

For admission into the BScES degree program, students must successfully complete **Biotechnology Science (A.S)** with a minimum 'B' (3.00/4.00 GPA\* over a minimum of 60 post-secondary credits or equivalent); including

- two courses (6 credits) in chemistry with a laboratory component in at least one course;
- two courses (6 credits) in biology;

- two courses (6 credits) in math or physics (may include three credits of statistics) with one course in linear algebra or calculus;
- two courses (6 credits) in writing or communications; and
- one additional math or physics course as an elective

#### Tuition and fees

International tuition fees apply to non-Canadian citizens and non-permanent residents of Canada. Tuition and fees are subject to change without notice and are reviewed annually. Royal Roads University reserves the right to correct errors or omissions.

[Tuition and fees for graduate and undergraduate programs](#) are listed in Canadian dollars (CAD). In addition to tuition fees, students will pay [other fees](#), which vary by program.

[Health insurance](#) is required for all residents of British Columbia, including students.

Students may be eligible for [financial resources](#), including scholarships and rewards.

#### Partner Commitments

As a partner to this agreement, BMCC agrees:

- to make information about this agreement and the applicable RRU program options available to students;
- to provide opportunity for representatives of RRU to visit appropriate forums at BMCC to disseminate information about RRU programs; and
- to notify RRU with as much lead time as possible of any curriculum changes to the degree programs outlined above.

As a partner to the agreement, RRU agrees:

- to make information about this agreement and the applicable BMCC program options available to students;
- to provide support, where possible, to BMCC representatives to disseminate information about RRU programs;
- to provide students from BMCC, who have met the program admission requirements, admission into RRU programs as outlined above;
- to notify BMCC with as much lead time as possible of any relevant curriculum and admission changes; and
- to waive any credential evaluation fees for students from BMCC applying to RRU's programs through this Transfer Agreement.
- on request, RRU will provide BMCC with the following information: a) the number of BMCC students who applied to the program; b) the number of BMCC students who were accepted into

the program; c) the number of BMCC students who enrolled; and d) the aggregate GPA of these enrolled students.

#### Term of the Agreement

This agreement is effective on the last signature date set forth below and will be in place for a period of five years. At the end of the term, the agreement will be subject to review and renewal by RRU and BMCC. If there are impediments to renewal, both partners will address the impediments, with the goal of negotiating a new agreement.

RRU retains the right to limit the number of students admitted under this agreement. The number of students may be established by RRU before each academic year. Students enrolled under this agreement prior to the termination of this agreement will be allowed to complete their program at RRU should they meet admission requirements.