

**WENTWORTH INSTITUTE
OF TECHNOLOGY
403(b) PLAN**

**SUMMARY
PLAN DESCRIPTION**

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INTRODUCTION

This booklet is called a Summary Plan Description ("SPD") and is intended to be a brief description of the provisions of our **Plan**. Inside, you will find an explanation of your rights, obligations and benefits under our **Plan**.

Please read the description carefully to answer any questions you may have concerning our **Plan**. If you have questions after reading this booklet, please ask the **Plan Administrator**. You also have the right to read a copy of our **Plan** documents which are on file in the **Institute's** office.

NOTE: ***WE HAVE TRIED OUR BEST TO MAKE THIS A CLEAR AND UNDERSTANDABLE BOOKLET. HOWEVER, IF THERE IS ANY CONFLICT BETWEEN THIS BOOKLET AND THE ACTUAL PLAN DOCUMENT, OR BETWEEN THIS BOOKLET AND FEDERAL LAW, THE PLAN DOCUMENT OR FEDERAL LAW, AS APPROPRIATE, WILL CONTROL. THIS BOOKLET IS NOT INTENDED TO CHANGE OR EXTEND THE PROVISIONS OF THE PLAN.***

A. GENERAL INFORMATION ABOUT THE PLAN

As you read this booklet, you will find that some words are in **Bold Type**. These words have the special meanings that appear below:

INSTITUTE: The **Institute** is the **Plan** sponsor. Our **Institute** name, address, telephone number, and federal identification number are:

Wentworth Institute of Technology
550 Huntington Avenue
Boston, MA 02115
Telephone: (617) 989-4328
EIN: 04-1958460

COMPENSATION: This is your pay from the **Institute** for the **Plan Year** as reported to the Internal Revenue Service on Form W-2 or, in the case of a faculty member, your regular pay.

For purposes of the **Plan**, **Compensation** excludes compensation paid prior to your entry into the **Plan**, overtime, bonuses, leave cash-outs (post-severance), reimbursements, expense allowances, deferred compensation, fringe benefits and any noncash compensation. If you are a non-faculty member, your **Compensation** includes any amount you defer as a pre-tax savings contribution to the **Plan** or under certain other salary deferral arrangements.

HOUR OF SERVICE: An **Hour of Service** is any hour for which you receive pay or are entitled to receive pay from the **Institute** or any related company, including hours you are paid for vacation, holiday, illness, disability, layoff, jury or military duty, or leave of absence. However, no more than 501 **Hours of Service** are credited to an employee on account of any single continuous period during which the employee is not actually working.

NORMAL RETIREMENT DATE: This is the date on which you reach age 65. You are not required to retire on this date, of course. This is just a definition in the **Plan** which establishes when your full account is payable to you.

PLAN: The name of the **Plan** is the "Wentworth Institute of Technology 403(b) Plan" (formerly known as the Wentworth Institute of Technology TDA Annuity Plan). Its identification number is 002. The **Plan** is legally classified as a Code Section 403(b) retirement plan. The initial effective date of the **Plan** was September 1, 1977. The effective date of the recent revisions is, in general, January 1, 2015. The **Plan's** agent for service of legal process is the **Plan Administrator**.

PLAN ADMINISTRATOR: The **Institute** serves as the **Plan's Administrator**.

PLAN YEAR: This is the 12-month period from January 1 to December 31.

B. PARTICIPATION IN THE PLAN

Q1 *HOW DO I BECOME ELIGIBLE TO BECOME A MEMBER OF THE PLAN?*

A1 If you were a member of our **Plan** prior to its revision, you will continue as a member of the **Plan**. Other employees will become eligible for membership for purposes of making pre-tax savings contributions upon their date of hire with the **Institute**.

Other employees will become eligible for membership in the **Plan** for purposes of receiving **Institute** contributions when they complete one Year of Eligibility Service. However, this requirement is waived if you were previously employed by an educational/nonprofit organization and were a member of its pension fund for at least 5 years.

Important Definition -- Year of Eligibility Service: A Year of Eligibility Service is a 12-month period measured from your date of hire in which you are credited with at least 1,000 **Hours of Service**. If you were paid for less than 1,000 hours in that period, you will be credited with a Year of Eligibility Service whenever you complete 1,000 hours or more in any **Plan Year** following your date of hire.

Any individuals classified as student employees are not eligible to participate in the **Plan**.

Q2 *WHEN DO I BECOME A MEMBER OF THE PLAN?*

A2 You automatically become a member of the **Plan** for purposes of making pre-tax savings contributions as of your date of hire with the **Institute**.

For purposes of receiving **Institute** contributions, you automatically become a member of the **Plan** as of the first day of the month coinciding with or next following your completion of the service requirement described above.

Example: Marie, age 22, is hired on September 9, 2015. She completes 1 Year of Eligibility Service on September 8, 2016. For pre-tax savings contribution purposes, Marie will become a member of our **Plan** as of September 9, 2015. For **Institute** contribution purposes, Marie will become a member of our **Plan** as of October 1, 2016.

Once you become a member of the **Plan**, you must fill out a form specifying whether or not you wish to make a pre-tax savings contribution to the **Plan** and the amount of your pre-tax savings contribution.

Reemployed Members: If you leave the **Institute** while a member of the **Plan**, and then come back to work, you will become a member again on your return, and you can begin making pre-tax savings contributions to the **Plan** immediately. You must fill out a form specifying the amount of your pre-tax savings contribution.

C. CONTRIBUTIONS TO THE PLAN

Q3 *HOW MUCH MAY I CONTRIBUTE ON A PRE-TAX BASIS?*

A3 Each **Plan Year** you may make a pre-tax savings contribution to the **Plan** through payroll deduction up to the maximum amount allowed by law, but in no event more than \$18,000 for 2015. (The limit for later years will be announced by the IRS.) Certain limits may reduce the amounts which may be contributed. You will be notified if those limits affect you.

If you are age 50 before the end of the **Plan Year**, you will be able to make additional pre-tax savings contributions in the amount of \$6,000 for 2015.

The Tax Benefits

You do not have to pay current federal income tax on the amount of your pre-tax savings contributions. When you receive payment of your pre-tax savings contributions, these amounts will be subject to income taxes. You should consult with your tax advisor if you have any questions.

Q4 *HOW OFTEN CAN I CHANGE MY PRE-TAX SAVINGS CONTRIBUTION?*

A4 You may stop making your pre-tax savings contributions at any time by providing advance written notice to the **Plan Administrator**. You may not resume making contributions until the semester following your cessation of contributions, by giving advance written notice to resume contributions.

You may elect to increase or decrease the amount of your pre-tax savings contributions up to once per semester by filing a written notice with the **Plan Administrator** prior to the effective date of such change.

Q5 *WHAT EFFECT WILL MY PRE-TAX SAVINGS CONTRIBUTION HAVE ON MY OTHER BENEFITS?*

A5 If you make a pre-tax savings contribution to the **Plan**, we will not reduce any of your **Compensation**-related benefits.

You and the **Institute** will continue to pay Social Security taxes on amounts you contribute to the **Plan** so that you will not lose your rights to any Social Security benefits.

If you make a pre-tax savings contribution to the **Plan** or an **Institute** contribution is made to your **Plan** account, you are an "active participant" and the amount of your deductible contribution to an individual retirement account (IRA) may be limited, depending on your income. However, the amount of your pre-tax savings contribution or

Institute contribution will not be counted against the deductible limit for IRA contributions.

Q6 ***HOW MUCH DOES THE INSTITUTE CONTRIBUTE TO THE PLAN?***

A6 Under the terms of the **Plan**, the **Institute** expects to make contributions equal to 10% of the **Compensation** of each eligible member of the **Plan**.

Q7 ***HOW IS THE INSTITUTE'S CONTRIBUTION TO THE PLAN ALLOCATED AMONG THE PLAN MEMBERS?***

A7 An account will be established for you under the **Plan** to which will be credited your share of the **Institute's** contributions, if any.

In order for your account to receive a share of the **Institute's** discretionary contribution for a **Plan Year**, you must only be a member of the **Plan** and be employed for part or all of the **Plan Year**. **Plan** members who are on a paid leave of absence are also eligible.

Members of this **Plan** who receive disability benefits from the **Institute's** disability insurance contract are eligible to receive contributions to the extent provided in the disability insurance contract.

You are not required to make pre-tax savings contributions to be eligible for a share of the **Institute's** discretionary contribution.

Example: Richard is an eligible member whose **Compensation** is \$30,000 for the **Plan Year**. Therefore, his account under the **Plan** will receive a contribution for the year equal to \$3,000 (10% of \$30,000).

D. VESTING OF CONTRIBUTIONS

Q8 *HOW MUCH OF MY ACCOUNT AM I ENTITLED TO WHEN I LEAVE THE INSTITUTE?*

A8 You are always 100% vested in account under the **Plan**. A "vested" benefit can never be taken away from you or forfeited.

Q9 *WHAT ARE THE RULES IF MY EMPLOYMENT TERMINATES PRIOR TO RETIREMENT?*

A9 For purposes of the **Plan**, your participation in the **Plan** is terminated when you have a 1-year Break in Service.

A 1-year Break in Service is a **Plan Year** in which you are credited with less than 501 **Hours of Service** and are not on an approved **Institute** leave of absence granted in writing.

If you take a leave of absence on account of pregnancy, birth, or adoption of your child, the **Plan Administrator** will credit you with up to 501 **Hours of Service** in order to prevent you from incurring a 1-year Break in Service.

If you return to work from military leave in the uniformed services on or after December 12, 1994, you will be treated as not having incurred a 1-year Break in Service for purposes of the **Plan**.

E. DISTRIBUTION OF BENEFITS

Q10 *WHAT HAPPENS IF I BECOME DISABLED?*

A10 If your employment with the **Institute** terminates as a result of a "permanent and total disability," you may request that payment of your benefits begin after the **Plan Administrator** has determined that you are permanently and totally disabled. Payments will commence as soon as administratively feasible after your request is received by the **Plan Administrator**. You may choose to delay payment of your benefits, but not beyond the date specified under Q & A 12.

"Permanent and total disability" means a physical or mental condition that qualifies you for benefits under the **Institute's** long-term disability insurance contract.

Q11 *IS THERE A DEATH BENEFIT?*

A11 If you die while employed by the **Institute**, your beneficiary will be entitled to receive the full value of your account under the **Plan** as a death benefit.

If you die following termination of employment with the **Institute**, the vested value of your account will be paid to your beneficiary.

If you are married at the time of your death, your spouse will be the beneficiary of the death benefit, unless you designate another beneficiary on a form to be furnished to you by the **Plan Administrator**. IF YOU WISH TO DESIGNATE A BENEFICIARY OTHER THAN YOUR SPOUSE, YOUR SPOUSE MUST CONSENT TO WAIVE ANY RIGHT TO THE DEATH BENEFIT. YOUR SPOUSE'S CONSENT MUST BE IN WRITING AND WITNESSED BY A NOTARY PUBLIC OR A PLAN REPRESENTATIVE.

Benefits will be paid to your beneficiary as he/she chooses, unless you have elected in writing the method that benefits will be paid to your beneficiary. Subject to the terms of the applicable funding vehicle, the methods that are available for distribution may include a single sum payment or installment payments.

However, if no valid waiver signed by your spouse is in effect, the death benefit payable to your spouse will be in the form of a survivor annuity. This survivor annuity will provide monthly payments to your spouse for his/her lifetime. The amount of monthly payments will depend upon the value of your account at the time the payments begin. The **Plan Administrator** may, however, distribute the benefit in an alternative method, such as a single sum, provided your spouse agrees in writing to an alternative form.

The period during which you and your spouse may waive this survivor annuity begins as of the first day of the **Plan Year** in which you reach age 35 (or the date you terminate employment with the **Institute**, if earlier) and ends when you die. The **Plan Administrator** must provide you with a detailed explanation of the survivor annuity.

This explanation must be given to you, generally, by the first day of the **Plan Year** in which you reach age 35, or within a reasonable period of time following either your attainment of age 35 or your termination of employment if you have not attained age 35.

It is, therefore, important that you inform the **Plan Administrator** before you turn age 35 so that you may receive this information.

If, however,

- (a) your spouse has validly waived any right to the death benefit in the manner outlined above,
- (b) your spouse cannot be located, or
- (c) you are not married at the time of your death,

then your death benefit will be paid to the beneficiary of your choosing. You may designate such beneficiary on a form to be supplied to you by the **Plan Administrator**. If you do not designate a beneficiary and you are not married, effective as of October 1, 2015 the **Plan** provides that your beneficiary will be your estate.

Because your spouse would have certain rights in the death benefit, you should immediately report any change in your marital status to the **Plan Administrator**.

Q12 ***WHAT HAPPENS WHEN I RETIRE?***

A12 If you retire on or after your **Normal Retirement Date**, payments will commence as soon as administratively feasible after you retire, unless you otherwise elect in writing to defer receipt of your benefits.

If you choose, you may delay payment of your benefits. However, distribution of your **Plan** benefits must begin no later than the April 1st following the later of (1) the calendar year in which you attain age 70½ or (2) the calendar year in which you retire.

Certain funding vehicles under the **Plan** may permit annuitization prior to retirement. Please contact the investment company or **Plan Administrator** for more information.

Q13 ***WHAT HAPPENS IF MY EMPLOYMENT TERMINATES FOR OTHER REASONS?***

A13 If you terminate employment with the **Institute** before your **Normal Retirement Date**, for reasons other than death or disability, and elect to receive payment of your vested account, payment to you will be made as soon as administratively feasible following your date of termination.

Q14 ***HOW WILL MY ACCOUNT BE PAID?***

A14 Subject to the terms of the applicable investment vehicle, your account will be paid in a single sum payment, installments, partial payments, or in any form permitted under the annuity contract or custodial account agreement, as you elect in writing.

However, if you are married on the date your benefits are to begin, your account will automatically be paid to you in a 50% joint and survivor annuity, unless you and your spouse otherwise elect. This means that if you die and are survived by a spouse, your spouse will receive a monthly benefit for the remainder of his/her life equal to 50% of the benefit you were receiving at the time of your death.

If you wish to waive the joint and survivor form of payment, you may do so during the 180-day period ending on the date the annuity is to begin. However, YOUR SPOUSE MUST CONSENT IN WRITING TO THE WAIVER IN THE PRESENCE OF A PLAN OFFICIAL OR A NOTARY PUBLIC. You may revoke any waiver. The **Plan Administrator** will provide you with forms to make these elections. Because your spouse participates in these elections, you must immediately inform the **Plan Administrator** of any change in your marital status.

If you and your spouse elect not to take a joint and survivor annuity or if you are not married when your benefits are scheduled to begin, you may choose an alternative form of payment.

Also, any member who made an election prior to January 1, 1984 to receive the distribution of his/her account in accordance with the law in effect at that time shall retain the right to receive his/her distribution in that form, subject to spousal consent if he/she is married.

Regardless of the form of payment you receive, its value to you will be the same value as each alternative form of payment.

F. INVESTMENT OF YOUR ACCOUNTS

Q15 *HOW DO I KNOW THE TOTAL AMOUNT OF MY BENEFIT?*

A15 The **Institute** contributions are not paid to you directly. If they were, you would be taxed on the money right now. Instead, they are contributed to separate individual accounts in accordance with the terms of the applicable annuity contract or custodial account. A separate bookkeeping account is maintained by the **Plan Administrator** to keep track of your share of the contributions over the years. Also, each account will be charged with its share of the **Plan's** investment gains and losses. You will receive periodic statements showing:

- (1) your share of the **Plan's** assets at the beginning of the period;
- (2) changes due to investment results during the period;
- (3) your share of **Institute** contributions, if any, for the period;
- (4) your pre-tax savings contributions, if any, during the period;
- (5) your rollover contributions, if any, during the period; and
- (6) the ending balance.

Q16 *HOW IS THE PLAN'S MONEY INVESTED?*

A16 The **Institute** offers you a choice of investment funds for your account. The investment funds include custodial accounts and/or annuity contracts. The **Plan Administrator** will provide you with more detailed information regarding these investment funds.

The **Plan** is intended to constitute a plan as described in Section 404(c) of ERISA and Title 29 of the Code of Federal Regulations Section 2550.404c-1, which relieves the **Plan** fiduciaries of any liability for any losses that are the direct and necessary result of investment instruction given by any member of the **Plan**.

In deciding which fund to choose, there are important factors to keep in mind. The investment objectives of each fund vary and so do the risks involved. Before selecting how you want your account to be invested, you should consider how much risk you want to take.

The **Plan Administrator** will provide you with detailed information about the available investments and the manner of making and changing your investment elections.

The **Institute** reserves the right to change the number and types of funds available for investment options. You will be informed of any changes.

The **Plan's** investment company may impose restrictions on your ability to change your investment elections under the **Plan**. The restrictions, if imposed by the investment company, concern the timing and frequency of changes to your investment elections under the **Plan**. If you have any questions concerning possible restrictions on your ability to change your investment elections, please contact the investment company.

G. YOUR ERISA RIGHTS AND OTHER IMPORTANT INFORMATION

Q17 *WHAT ARE MY RIGHTS UNDER THE EMPLOYEE RETIREMENT INCOME SECURITY ACT OF 1974 (ERISA)?*

A17 As a member in the **Plan**, you are entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all **Plan** members shall be entitled to:

- (1) Examine, without charge, at the **Plan Administrator's** office and at other specified locations, all documents governing the **Plan** and a copy of the latest annual report (Form 5500 Series) filed by the **Plan** with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration;
- (2) Obtain, upon written request to the **Plan Administrator**, copies of documents governing the operation of the **Plan** and copies of the latest annual report (Form 5500 Series) and updated Summary Plan Description. The **Plan Administrator** may make a reasonable charge for the copies;
- (3) Receive a summary of the **Plan's** annual financial report. The **Plan Administrator** is required by law to furnish each member with a copy of this summary annual report;
- (4) Obtain a statement telling you (a) the amounts credited to your account under the **Plan** and (b) what your benefits would be if you stop working under the **Plan** now. This statement is not required to be given more than once a year. The **Plan** must provide the statement free of charge.

In addition to creating rights for **Plan** members, ERISA imposes duties upon the people who are responsible for the operation of the **Plan**. The people who operate your **Plan**, called "fiduciaries," have a duty to do so prudently and in the interest of you and other **Plan** members and beneficiaries. No one, including the **Institute**, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a pension benefit or exercising your rights under ERISA.

If your claim for a pension benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of plan documents or the latest annual report from the **Plan** and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the **Plan Administrator** to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the **Plan Administrator**. If you have a claim for benefits which is

denied or ignored, in whole or in part, you may file suit in a state or Federal court. In addition, if you disagree with the **Plan's** decision or lack thereof concerning the qualified status of a domestic relations order or a medical child support order, you may file suit in Federal court. If it should happen that **Plan** fiduciaries misuse the **Plan's** money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in Federal court. The court will decide who should pay court costs and legal fees. If you are successful the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim frivolous.

If you have any questions about your **Plan**, you should contact the **Plan Administrator**. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the **Plan Administrator**, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

Q18 ***HOW DO I MAKE A CLAIM FOR BENEFITS?***

A18 We hope there will never be a disagreement as to the amount owed to you under the **Plan**. However, if there is a disagreement, you must follow the **Plan's** claims procedure or you may forfeit certain legal rights to contest the decision. You must file any request for benefits in writing. You may appoint an authorized representative to act on your behalf for the purposes of filing a claim and seeking a review of a denied claim, provided that you notify the **Plan** in advance of the name, address and telephone number of the authorized representative. Before filing your request, you or your authorized representative may wish to examine any **Plan** records regarding your claim. This examination may take place only during the **Plan's** regular working hours.

You or any other person entitled to benefits from the **Plan** (a "Claimant") may apply for such benefits by completing and filing a claim with the **Plan Administrator**. Any such claim must be in writing and must include all information and evidence that the **Plan Administrator** deems necessary to properly evaluate the merit of and to make any necessary determinations on a claim for benefits. The **Plan Administrator** may request any additional information necessary to evaluate the claim.

The **Plan Administrator** will notify the Claimant of any adverse benefit determination within a reasonable period of time, but not later than 90 days (45 days if the claim relates to a disability determination) after receipt of the claim. This period may be extended one time by the **Plan** for up to 90 days (30 additional days if the claim relates to a disability determination), provided that the **Plan Administrator** both determines that such an extension is necessary due to matters beyond the control of the **Plan** and notifies the Claimant, prior to the expiration of the initial review period, of the circumstances requiring the extension of time and the date by which the **Plan** expects to render a

decision. If the claim relates to a disability determination, the period for making the determination may be extended for up to an additional 30 days if the **Plan Administrator** notifies the Claimant prior to the expiration of the first 30-day extension period.

If a claim is wholly or partially denied, the **Plan Administrator** will provide the Claimant with a written notice identifying (1) the reason or reasons for such denial, (2) the pertinent **Plan** provisions on which the denial is based, (3) any material or information needed to grant the claim and an explanation of why the additional information is necessary, and (4) an explanation of the steps that the Claimant must take if he wishes to appeal the denial including a statement that the Claimant may bring a civil action under ERISA.

If a Claimant wishes to appeal the denial of a claim, he must file a written appeal with the **Plan Administrator** on or before the 60th day (180th day if the claim relates to a disability determination) after he receives the **Plan Administrator's** written notice that the claim has been wholly or partially denied. The written appeal must identify both the grounds and specific **Plan** provisions upon which the appeal is based. The Claimant will be provided, upon request and free of charge, documents and other information relevant to his claim. A written appeal may also include any comments, statements or documents that the Claimant may desire to provide. The **Plan Administrator** will consider the merits of the Claimant's written presentations, the merits of any facts or evidence in support of the denial of benefits, and such other facts and circumstances as the **Plan Administrator** may deem relevant. The Claimant will lose the right to appeal if the appeal is not timely made. The **Plan Administrator** will ordinarily rule on an appeal within 60 days (45 days if the claim relates to a disability determination). However, if special circumstances require an extension and the **Plan Administrator** furnishes the Claimant with a written extension notice during the initial period, the **Plan Administrator** may take up to 120 days (90 days if the claim relates to a disability determination) to rule on an appeal.

If an appeal is wholly or partially denied, the **Plan Administrator** will provide the Claimant with a notice identifying (1) the reason or reasons for such denial, (2) the pertinent **Plan** provisions on which the denial is based, (3) a statement that the Claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claimant's claim for benefits, and (4) a statement describing the Claimant's right to bring an action under section 502(a) of ERISA. The determination rendered by the **Plan Administrator** will be binding upon all parties.

If the claim relates to a disability determination, determinations of the **Plan Administrator** will include the information required under applicable United States Department of Labor regulations.

Q19 ***WHAT HAPPENS IF THE PLAN IS AMENDED OR TERMINATED?***

A19 The **Institute** reserves the right, of course, to amend the **Plan**, to discontinue contributions or, when permitted by law, to terminate the **Plan**. No amendment can reduce the amount in your account or eliminate any of the benefit form options offered in the **Plan**.

If the **Plan** terminates, you are 100% vested in your account. The **Plan** is exclusively for the benefit of its members and, therefore, money cannot go back to the **Institute** because of the **Plan's** termination.

Upon termination of the **Plan**, we will either distribute your benefits to you as soon as administratively possible (with the approval of the Internal Revenue Service) or transfer your benefits to another plan sponsored by the **Institute**.

Q20 ***IS THERE EVER A TIME WHEN BENEFITS CAN BE LOST OR DENIED?***

- A20**
- (1) The value of your account depends on the value of **Plan** investments. This is why your account must be invested carefully.
 - (2) Money generally will not be paid to you from the **Plan** while you are employed by the **Institute**, unless there is a loan to you, you take a hardship withdrawal, or you have attained age 59½.
 - (3) There are no legal guarantees that the **Institute** will make contributions each year.
 - (4) Generally, your account balance cannot be assigned or alienated. This means that your account balance cannot be sold, given away or otherwise transferred. In addition, your creditors may not attach or garnish or otherwise demand payment from your account. However, there is an exception to this general rule. This exception applies to "qualified domestic relations orders." The **Plan Administrator** is required by law to recognize these orders which are defined as a decree or order issued by a court that obligates you to pay child support or alimony. In addition, a qualified domestic relations order may allocate a portion of your account balance to your spouse, former spouse, child or other dependent. If a qualified domestic relations order is received by the **Plan Administrator**, all or a portion of your account balance may be used to satisfy the obligation. The **Plan Administrator**, in accordance with procedures set forth in the law, shall determine the validity of any domestic relations order it receives and shall inform you if it has received one affecting you.

H. INCOME TAX CONSIDERATIONS

Q21 *WHAT ARE THE TAX CONSEQUENCES WHEN I AM PAID PLAN BENEFITS?*

A21 The **Institute's** contributions to your account and all investment earnings are tax deferred until actually paid to you from the **Plan**.

Whenever you receive a distribution from your **Plan**, it will normally be subject to income taxes. You may, however, be able to reduce or defer the tax due on your distribution.

Special Tax Rules: Federal law requires that the **Plan Administrator** provide anyone who receives a distribution from a retirement plan with a written explanation of the rules regarding the taxation of those distributions. The **Plan Administrator** will provide you with a written explanation of those rules when you receive benefit payments from the **Plan**.

If IRS rules require that you receive a return of your pre-tax savings contributions after the end of the **Plan Year**, the amount of such contributions and the earnings thereon are treated, in general, for tax purposes, as received by you in the calendar year in which you made the contribution.

The Internal Revenue Code provides several complex rules relating to the taxation of the amounts you may receive in a distribution. YOU SHOULD PROMPTLY CONSULT A TAX ADVISOR IN DECIDING WHAT YOU SHOULD DO WITH RESPECT TO ANY DISTRIBUTION.

I. AUXILIARY FEATURES

Q22 CAN I MAKE ROLLOVER CONTRIBUTIONS TO THE PLAN?

A22 The **Plan Administrator** may allow you to roll over to this **Plan** all or a portion of a distribution you have received from another qualified employer plan. However, the rollover of these amounts is subject to a complex set of rules and, therefore, you should consult with the **Plan Administrator** prior to making a rollover contribution to this **Plan**.

If you do make a rollover, the transferred money will be credited to a separate account established for you by the **Plan Administrator**. You will always be 100% vested in your "rollover account," but this amount will be affected by any gains or losses attributable to investment performance. Any amounts in your "rollover account" will be distributed to you when you would otherwise receive payment of your **Plan** benefits.

Q23 AM I ALLOWED TO BORROW FROM THE PLAN?

A23 Yes, subject to the terms of the applicable annuity contract or custodial account agreement, the **Plan Administrator** will allow members to borrow money from their accounts. The Loan Program which follows is a general overview of the **Plan's** rules regarding loans.

Eligibility: Loans are available only to **Plan** members.

Authorized Position/Person to administer loan program: **Plan Administrator**

Application Procedure: The member completes a loan application. If the application is approved, the member must sign a promissory note and obtain his/her spouse's written consent if applicable. The member must agree to bear the administrative expense of processing the loan.

Loan Approval Basis: All loan applications that meet all the following requirements shall be approved. A Plan member may not have more than 3 outstanding loans at a time. However, the administrator shall refuse to grant loans to members who indicate intent to not repay the obligation in accordance with its proposed terms and/or to members who have other loans from the **Plan** which are in default, unless the administrator determines that renegotiation of defaulted loans is the best method for securing repayment.

Types of Loans Available: Variable rate loans for a maximum term of 5 years. The interest rate shall be equal to Moody's Corporate Bond Yield Average in effect two months prior to the month the loan is made, or such other reasonable rate as may be required under the applicable annuity contract or custodial account. The term of a loan to be used to acquire a member's principal residence may extend over a reasonable period of time that may exceed 5 years. The collateral will be 50% of the member's vested interest in the **Plan**.

Maximum / Minimum Amount of Loan: The minimum loan is \$1,000. By law, a Participant's loan cannot exceed the lesser of: (1) \$50,000, which amount shall be reduced by the highest outstanding balance of loans, if any, during the preceding 12-month period over the current outstanding balance of loans; or (2) 50% of the Participant's vested interest. Loans from all plans of the sponsoring Employer are combined to determine the maximum available loan.

The **Plan's** funding vehicles may impose lower limitations on the amount that can be borrowed, and may restrict the sources that are available for loans.

Loan Repayment: At least quarterly payments of principal and interest with level periodic payments. Loans will be repaid by check or by such other method as may be required under the applicable annuity contract or custodial account.

If permitted under the applicable funding vehicle, if you take an unpaid leave of absence due to military service, your loan repayments may be suspended for a period of up to the lesser of five years or your period of military service. Please consult the **Plan Administrator** for further information.

If you take an authorized, unpaid leave of absence for other reasons, your loan repayments may be suspended for a period of up to the lesser of twelve months or the period of your authorized leave. Please consult the **Plan Administrator** for further information.

Loan Default Procedure: A loan shall be considered in default at such time as the required payments are delinquent. A loan payment shall be deemed delinquent, and the loan will be in default, if the loan payment is not made by the end of the calendar quarter following the calendar quarter in which the payment was due. Upon default, the loan will be treated as a taxable distribution to the member and a Form 1099-R will be distributed reflecting the entire amount of the outstanding loan as a taxable distribution. A member who has terminated employment and whose loan is in default, or who elects a distribution of his vested account prior to repaying the loan, shall have his/her **Plan** interest reduced by the amount of the outstanding loan.

Q24 CAN I MAKE WITHDRAWALS FROM THE PLAN WHILE I AM EMPLOYED?

A24 Hardship Withdrawals: Subject to the terms of the applicable annuity contract or custodial account agreement, if you experience severe hardship for which other personal funds are not available, the **Plan** will allow you to withdraw the amount which you need for that emergency, provided that you obtain the consent of your spouse, if applicable.

The maximum hardship withdrawal is limited to the amount in your 100% vested account consisting of pre-tax savings contributions, exclusive of earnings on such contributions.

Hardship withdrawals will be allowed for:

- (1) Costs directly related to the purchase of your primary residence (excluding mortgage payments).

- (2) Unreimbursed medical expenses for you, your spouse or your dependent or unreimbursed expenses that are necessary so that you, your spouse or your dependent could obtain medical care.
- (3) Tuition, educational fees, and room and board expenses for the next twelve months of post-secondary education for you, your spouse or your dependent.
- (4) Amounts necessary to prevent your eviction from your primary residence or to prevent foreclosure on your primary residence.
- (5) Payments for burial or funeral expenses for your deceased parent, spouse, child or other dependent.
- (6) Expenses for the repair of damage to your primary residence that would qualify for a casualty deduction under the Internal Revenue Code.

The **Plan** also permits distributions on account of the hardship of your primary beneficiary, but only for purposes of medical care expenses of the beneficiary, tuition, related educational fees and room and board expenses for the next 12 months of postsecondary education for the beneficiary; and funeral expenses for the beneficiary.

Hardship withdrawals may not be paid back to the **Plan**. You will have to pay current income taxes on amounts you withdraw, and possibly a 10% penalty tax for withdrawals prior to age 59½. To qualify for a hardship withdrawal, you will be required to:

- (a) provide documented proof of the hardship on an application form provided by the **Plan Administrator**;
- (b) suspend your right to make pre-tax savings contributions for 6 months and possibly limit, according to IRS rules, the amount which you may contribute in the future; and
- (c) borrow the maximum amount available to you under the **Plan's** loan provisions.

In-Service Distributions

Subject to the terms of the applicable annuity contract or custodial account agreement, upon attaining age 59½, you may withdraw all or a portion of your 100% vested account derived from pre-tax savings contributions if you are still employed by the **Institute**. To do so, you must make a written request with the **Plan Administrator** at least 30 days before you wish to withdraw the funds and receive the consent of your spouse, if applicable.

Subject to the terms of the applicable annuity contract or custodial account agreement, you may withdraw all or any portion of your account attributable to rollover contributions at any time by making a written request with the **Plan Administrator** at least 30 days before you wish to withdraw the funds.

J. ADMINISTRATIVE FEES AND EXPENSES

The **Institute's** administrative procedures under the **Plan** permit the payment of **Plan** expenses to be made from **Plan** assets. If the **Institute** does not pay these expenses, then expenses paid from **Plan** assets will generally be allocated among the accounts of all members of the **Plan**.

However, there are certain expenses that may be paid just from your account. These are expenses that are specifically incurred by, or attributable to, you. The expenses may be paid directly from your account (and not the accounts of other **Plan** members) because they are directly related to your benefit under the **Plan**.

The expenses that are paid directly from an individual **Plan** member's account will be those expenses that are set forth on the specific investment company forms. In addition, your account may be charged for expenses to process court orders that require payment to your ex-spouse or a dependent in divorce proceedings.

The **Institute** or investment company, from time to time, may change the manner in which expenses are allocated.