**Clark University**

**Qualified Default Investment Alternative (QDIA)**

**Initial/Annual Notice**

You are receiving this notice to inform you how your contributions under the Clark University Retirement plan are invested and how they will continue to be invested if you did not provide investment instructions to TIAA/CREF or Fidelity when you initially enrolled. Please disregard this notice if you have already selected investment allocations for your contributions.

This notice gives you important information about some Plan rules, including:

• What amount the University is contributing to your account;

• How your contributions are currently being invested on your behalf (if you did not provide investment instructions)

• When your account will be vested and when you can withdraw your account

• How you can change the allocation of your contributions.

**1. What amounts is the Institution contributing to my account?**

If you are eligible to receive contributions under the terms of the Plan, the University is making the following contributions to your account:

You are eligible to participate in the University Retirement plan if your position is approved for 1,000 or more hours/year and you actually work at least 1,000 hours/year. You may join the first of any month and must contribute 5% of your salary. There is a 2-year wait before you are eligible for the University’s 10% contribution to this plan. However, if you have previously worked in a regular position (not as a student or a temporary worker) at another higher educational institution, the time you worked at this predecessor employer may be counted toward Clark’s 2-year wait. Documentation on the dates of employment from the previous employer may be required.

If you wish to contribute more than the required 5% of salary, you may increase your tax-deferred contributions (to the extent permitted by the Internal Revenue Code, which changes annually), by completing a new Clark University salary deferral agreement. Please contact the Plan Administrator for more information on this option.

**2. How is my Plan account being invested?**

TIAA-CREF and Fidelity have been selected by Clark University as our retirement plan vendors. The Plan lets you choose which vendor (TIAA-CREF or Fidelity) and which investment funds they offer as choices for you to invest your contributions. If you did not choose a specific investment fund or funds, your Plan account will be invested in the default investment option for the Clark University Retirement Plan, which is the age-based TIAA-CREF Lifecycle or Fidelity Freedom Fund that corresponds to your estimated date of retirement. These Funds provide a ready-made diversified portfolio using TIAACREF and Fidelity’s family of broadly diversified mutual funds as the underlying investment. The allocation strategy for the underlying equity, fixed-income and short-term mutual funds is based on the number of years expected to reach the target retirement dates. These funds seek to provide high total returns until the target retirement date. Each fund’s goal is to seek high current income and as a secondary objective, capital appreciation. Each fund’s target asset allocation percentages automatically changes over time to become more conservative by gradually reducing the allocation to equity funds and increasing the allocation to fixed income and short-term funds. If the default investment fund changes at any time in the future, you will be notified.

You can obtain updated information on the investment objectives, risk and return characteristics, fees and expenses, and a more detailed explanation of these default investment alternatives by visiting the TIAA-CREF or Fidelity Websites at <http://enroll.tiaamax.com/staging/clark/index.asp> or [www.fidelity.com/atwork](http://www.fidelity.com/atwork). You may also contact TIAA-CREF at 800-842-2776 or Fidelity at 800-343-0860.

3. **How can I change the investment allocation of the contributions that are being made on my behalf by Clark University to another investment choice available under the Plan?**

The Plan allows you to choose from a diverse set of investment options. A list of the Plan's available funds and a copy of the prospectus or information statement for each fund may be obtained from TIAA-CREF at 800-842-2776 or [http://enroll.tiaamax.com/staging/clark/index.asp and Fidelity at 800-343-0860](http://enroll.tiaamax.com/staging/clark/index.asp%20and%20Fidelity%20at%20800-343-0860) or [www.fidelity.com/atwork](http://www.fidelity.com/atwork).

You have the right to change the investment allocation of your account at any time. If you elect to change the investment allocation of your account from one of the TIAA-CREF Lifecycle or Fidelity Freedom Funds, there are no fees or expenses imposed in connection with that transfer. But certain restrictions may apply if multiple transfers are made from any one account during any 60-day period.

You can change how your account is invested, among the Plan’s offered investment funds by contacting either TIAA-CREF at 800-842-2776 or Fidelity at 800-343-0860. You may also access your account online at [www.tiaacref.org](http://www.tiaacref.org/) or [www.fidelity.com/atwork](http://www.fidelity.com/atwork).

**4. When will my account be vested and available to me?**

You will always be fully vested in your own contributions to the Plan as well as the employer contributions made under the Plan by Clark University.

To be fully vested in Plan contributions means that the contributions (together with any investment gain or loss) will always belong to you, and you will not lose them when you leave your job. For more information about years of service, you can review the Plan’s Summary Plan Description (SPD) which is available from the Plan Administrator using the contact information at the end of this notice.

Even if you are vested in your Plan account, there are limits on when you may withdraw your funds. These limits may be important to you in deciding how much, if any, to contribute to the Plan. Generally, you may only withdraw vested money after you leave your job, reach age 59½, or become disabled. Also, there is generally an extra tax on distributions before age 59½. Your beneficiary can get any vested amount remaining in your account when you die.

**5. Who should I call if I have any questions?**

If you have any questions about the Plan’s investment choices, how the Plan works or your rights and obligations under the Plan, or if you would like a copy of the Plan’s SPD or other

Plan documents, please contact the Plan Administrator at:

**David Everitt**

**Clark University**

**Human Resources Office**

**950 Main Street**

**Worcester, MA 01610**

**508-793-7397**

[**deveritt@clarku.edu**](mailto:deveritt@clarku.edu)