BENEFIT ENROLLMENT BOOKLET

PLAN YEAR BEGINNING JULY 1, 2015
GENERAL INFORMATION:

The benefits outlined below are available to employees who are classified as full-time, regular employees working a normal workweek of no less than 30 hours. All employees are eligible to participate in the 403(b) plan if they meet the criteria of the plan. Other benefits (such as Paid Annual Leave) are defined in the Liberty University Employee Handbook.

New Hires:
Coverage for the following benefits is generally effective the first day following 60 days of full-time active service, or as otherwise stated. You must complete the online enrollment in the ADP HWSE benefits system within 45 days of hire to be covered. If you do not elect benefits when first eligible, you must wait until the next annual enrollment period, unless you experience a change in family status or other qualifying event as defined by the IRS. Also, waiving your initial offer of insurance may seriously affect the level of coverage, and/or may require evidence of insurability.

Annual Enrollment:
You will have the opportunity to review and make changes to your benefit elections each year at annual enrollment. Coverage for the following benefits is effective July 1, 2015 and in some cases replaces insurance provided to you previously.

If you waive coverage or do not make an election by the required due date, you will not be eligible until the next enrollment period unless you experience a change in family status or other qualifying event as defined by the IRS. Also, waiving voluntary election of insurance may seriously affect the level of coverage, and/or may require evidence of insurability.

When you can make changes after initial offering at hire or annual enrollment:
In general, you may only make changes to coverage if you experience a change in family status which includes the following:

- Marriage or divorce
- Birth, adoption or change in custody of a child
- Death of a spouse or child
- Change of employment status
- Change of spouse’s employment status or involuntary loss of insurance coverage

If you qualify under any of the above exceptions, you are required to apply for coverage changes within 30 days of the effective date of the eligible status change, 90 days for the birth of a child. Any plan change you make must be consistent with the change in family status. (For example, if you marry, changing health coverage from Employee Only to Employee and Spouse, but you cannot move from your original elected health plan to another.)

Enrolling in Benefits:
To enroll in benefits, visit the Benefits page at: https://www.liberty.edu/index.cfm?PID=731.
REMİUM CONVERSION PLAN:

LU offers a Section 125 Premium Conversion Plan which allows you to pay for health, dental and many other premiums with pre-tax dollars. Your applicable premiums, if any, will be automatically applied.

HEALTH INSURANCE

LU offers two choices for health coverage, both through Anthem Blue Cross and Blue Shield. You should review all Plan Options and elect the Option that most closely fits your coverage needs. You may also elect to cover eligible dependents as defined under the Plan. LU pays a significant portion of your cost (Employee Only) as defined in the charts below. If you elect dependent coverage, LU pays a significant portion of that coverage as well.

The following is an outline of the Plans offered for health coverage (Please refer to the Summary Plan Description (SPD) for full details.) All health, dental and vision care are provided through Anthem.

**MEDICAL**

Option 1: LUMENOS High Deductible Health Plan (HDHP)

<table>
<thead>
<tr>
<th>Annual Deductible</th>
<th>$1,500 individual coverage</th>
<th>$3,000 family coverage</th>
<th>Deductible includes doctor visits, hospital, labs and pharmaceutical.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventative Care</td>
<td>No out-of-pocket costs as long as you receive preventive care from an in-network provider.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Health Coverage</td>
<td>Plan pays 100% for in-network providers after deductible</td>
<td>70% for out-of-network providers, after deductible</td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>$10/$30/$50 or 20% after deductible</td>
<td>30% for out-of-network providers, after deductible</td>
<td></td>
</tr>
<tr>
<td>Annual Out-of-Pocket Maximum</td>
<td>In-Network Providers</td>
<td>Out-of-Network Providers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,500 individual coverage</td>
<td>$3,000 individual coverage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$5,000 family coverage</td>
<td>$6,000 family coverage</td>
<td></td>
</tr>
</tbody>
</table>

In addition, you can use your saved premium costs to contribute pre-tax dollars to your Health Savings Account (HSA). The dollars put in your HSA can be used towards your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement subject to all rules and regulations governing HSAs.
Option 2: KEYCARE 300 (PPO)

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>$300 person/$600 family</td>
<td>$450 person/ $900 family</td>
</tr>
<tr>
<td><strong>Coinsurance</strong></td>
<td>80% after deductible</td>
<td>60% after deductible</td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket</strong></td>
<td>$3,000 person/ $6,000 family</td>
<td>$4,000 person/ $8,000 family</td>
</tr>
<tr>
<td><strong>Preventative Care</strong></td>
<td>No out-of-pocket costs as long as you receive preventive care from an in-network provider.</td>
<td></td>
</tr>
<tr>
<td><strong>Doctor Visits</strong></td>
<td>$20 (not included toward deductible)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRESCRIPTION DRUGS:**
Mandatory Generic Drug Program (unless unavailable) .................................................................$10.00
Name Brand Drugs .........................................................................................................................$20.00
Single Source Drugs ..........................................................$35 or 20%, whichever is greater, up to $200 per presc.
- Plan includes contraceptive coverage.
- Your drug card will be part of your medical card. If you choose name brand over generic, you must pay the difference.
- Mail Copay: $10/$40/$105/20% for a 90 day supply

**BASIC VISION CARE (BOTH LUMENOS AND KEYCARE):**
- One routine eye exam per member per calendar year........ $15 copayment; more for contact fitting.
- A discount on eyeglass frames, lenses and contact lenses.
- A substantial discount on laser vision correction surgery.
- Mail order replacement contact lens program.

**BLUE VIEW VISION (UPGRADED VISION PLAN)**
Annual routine eye exam (per calendar year)..................................................................................$15 copayment
Standard Contact Lens Fitting ............................................................................................................$0
Eyeglass Frames ........ $130 retail allowance toward any frames purchased in-network every two years
Eyeglass Lenses (Standard –single, bifocal, trifocal) ..........................................................$25
Eyeglass lens upgrades............................................. Specific cost for each option, i.e. scratch-resistance $15
Contact Lenses ......................................................... $130 allowance (plus additional discount on certain lenses)
Cannot use benefit for both eyeglass frames and contact lenses in the same calendar year.

**Grandfathered Health Plan**

Liberty University believes this plan is a “grandfathered health plan” under the Patient Protection of the Affordable Care Act. As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that were already in effect when that law was enacted. Being a grandfathered health plan means that your policy may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health
services without any cost sharing. However, grandfathered health plans must still comply with some of the consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.

Questions regarding which protections apply and which protections do not apply to a grandfathered health plan and what might cause a plan to choose to remain a grandfathered health plan can be directed to the Director of Benefits Administration in Human Resources at 434-592-3340.

You may also contact the Employee Benefits Security Administration, U.S. Department of Labor at 866–444–3272 or www.dol.gov/ebsa/ health reform. This website has a table summarizing which protections do and do not apply to grandfathered health plans.

**Health Insurance Rates**

The employee’s portion of the premium is withdrawn on a pay period basis. The following chart indicates the employee’s portion for that election.

<table>
<thead>
<tr>
<th></th>
<th>Classification</th>
<th>Lumenos</th>
<th>Lumenos with Blue View Vision 130</th>
<th>KeyCare 300</th>
<th>Keycare with Blue View Vision 130</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$28.46/pay</td>
<td>$30.30/pay</td>
<td>$59.85/pay</td>
<td>$61.68/pay</td>
<td></td>
</tr>
<tr>
<td>Employee &amp; 1 child</td>
<td>37.56</td>
<td>40.60</td>
<td>79.00</td>
<td>82.04</td>
<td></td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>57.20</td>
<td>60.37</td>
<td>120.29</td>
<td>123.46</td>
<td></td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>73.14</td>
<td>78.19</td>
<td>153.81</td>
<td>158.85</td>
<td></td>
</tr>
<tr>
<td>Salary employees are paid 24 times per year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Classification</th>
<th>Lumenos</th>
<th>Lumenos with Blue View Vision 130</th>
<th>KeyCare 300</th>
<th>Keycare with Blue View Vision 130</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOURLY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$26.27/pay</td>
<td>$27.97/pay</td>
<td>$55.25/pay</td>
<td>$56.94/pay</td>
<td></td>
</tr>
<tr>
<td>Employee &amp; 1 child</td>
<td>34.68</td>
<td>37.48</td>
<td>72.92</td>
<td>75.73</td>
<td></td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>52.80</td>
<td>55.73</td>
<td>111.04</td>
<td>113.96</td>
<td></td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>67.51</td>
<td>72.17</td>
<td>141.98</td>
<td>146.63</td>
<td></td>
</tr>
<tr>
<td>Hourly employees are paid 26 times per year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For questions regarding pre-determination of benefits, claims or other questions regarding coverage, contact Anthem directly at 800-451-1527 or 800-445-7490 (Anthem # for Liberty employees).
HEALTH SAVINGS ACCOUNT (HSA) – Election with Lumenos Health Plan Only

Health Savings Accounts (HSA) are designed for people seeking a better alternative to the high cost of health insurance - those looking for lower premiums, better value, and financial rewards for being responsible. Health Savings Accounts are "use it or keep it".

Health Savings Account Requirements

Health Saving Accounts consist of two parts—first a qualified high deductible health insurance policy with a low premium (Liberty Lumenos Plan), and second, a tax deductible investment account owned by you. The high deductible policy must have a calendar year minimum of $1,300 for single policies, and $2,600 for family policies.

Calendar Year Maximum

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$3,350</td>
<td>$3,350</td>
</tr>
<tr>
<td>Family</td>
<td>$6,650</td>
<td>$6,750**</td>
</tr>
<tr>
<td>Catch-Up*</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

*Additional contribution for account holders who attain age 55 by December 31st.

**Projected limit (not yet defined by IRS as of document publication)

Health Savings Account Investments

The investment account is yours and is 100% vested. It does not have to go to your insurance company or their selected partner bank. Contributions made by you are fully tax deductible to you. Investment growth is not taxed while it is in the account. Withdrawals for eligible medical, dental, vision and prescription drug expenses are tax-free. You may withdraw for any non-medical expense anytime you like, but it will be subject to income tax plus 20% penalty (waived after age 65 or disability). You can even use a Health Savings Account as a supplemental retirement account. Once you reach retirement age, you can use the funds for expenses not paid by Medicare: deductibles, or co-insurance. Remember, it is use it or keep it -- balances in Health Savings Accounts rollover from one year to the next.

Health Savings Accounts are not for everyone, but if you are in fairly good health and generally seek value in everything you purchase, you will find that this program will allow you to reduce health insurance costs and you retain the savings.
DENTAL INSURANCE

Dental insurance is offered through Anthem Dental. LU pays a significant portion of your cost (Employee Only). If you elect dependent coverage, LU will pay a portion of that rate for your elected dependent coverage, as well.

The following is a brief outline of the Anthem Dental Plan offered for dental coverage. (Please refer to the Summary Plan Description (SPD) for full details.)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Co-Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Year Deductible</td>
<td>$50</td>
</tr>
<tr>
<td>Annual benefit Maximum</td>
<td>$1,250</td>
</tr>
<tr>
<td>Diagnostic and Preventive Care (See SPD for details)</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Dental Care (See SPD for details)</td>
<td>80%</td>
</tr>
<tr>
<td>Major Dental Care (See SPD for details)</td>
<td>50%</td>
</tr>
<tr>
<td>This plan also includes $1,000 for orthodontic treatment for children 18 and under.</td>
<td></td>
</tr>
</tbody>
</table>

The employee’s portion of the premium is withdrawn on a per pay period basis. The following chart indicates the employee’s portion for that election.

Salary employees **paid 24** times per year.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$3.98/pay</td>
</tr>
<tr>
<td>Employee &amp; Child(ren)</td>
<td>8.75</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>7.55</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>12.73</td>
</tr>
</tbody>
</table>

Hourly employees **paid 26** times per year.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$3.67/pay</td>
</tr>
<tr>
<td>Employee &amp; Child(ren)</td>
<td>8.08</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>6.97</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>11.75</td>
</tr>
</tbody>
</table>

For questions regarding pre-determination of benefits, claims or other questions regarding coverage, contact **Anthem Dental Benefit Services Department directly at 866-956-8607.**
**FLEXIBLE SPENDING ACCOUNTS (FSA)**

LU provides Flexible Spending Accounts through ADP Flexible Spending Account Management to help you pay for certain health care or dependent care expenses with pre-tax dollars. Because this benefit uses pre-tax dollars, a Flexible Spending Account is a great way for you to save money on your health care and dependent care costs, as well as increase your take home pay.

When you sign up for this benefit, you will receive reimbursement payments for eligible expenses through a debit card system. Please keep receipts for the expense you charge to the debt card as you may be contacted to substantiate an expense as being health care related.

Once you make an election to a flexible spending account, you cannot change that election until the beginning of the next Plan Year (July 1, 2015-June 30, 2016) unless you experience a change in your family status as defined by the IRS and as previously stated under General Information.

LU offers you two spending account options:

**Medical Flexible Spending Account** – Reimburses you for out of pocket expenses such as your medical deductible and co-payments, dental, vision or other medically necessary supplies up to a **maximum of $2,500 per calendar year**.

**Important Notes for Medical Flexible Spending Account:**
- You may submit expenses up to your full annual contribution as they are incurred.
- In order to be eligible for reimbursement, expenses must be incurred during the current plan year (July 1, 2015 – June 30, 2016).
- Expenses reimbursed from your account cannot be claimed as deductions on your income tax return.
- Calculate your projected expenses carefully, as the IRS imposes a “use it or lose it” rule on your account balance. Balances cannot be rolled from one year to the next, and balances cannot be used to defray any other expenses.

**Dependent Care Account** – Reimburses you for expenses related to dependent child or adult care – **maximum of $5,000 per calendar year**. You can claim dependent care expenses for “qualifying individuals,” such as your children under age 13 and other relatives, such as a parent, whom you can claim as an exemption on your tax return; or a spouse or other dependent who is physically or mentally incapable of caring for himself or herself.

**Important Notes for Dependent Care Account:**
- As expenses are incurred, you can file for reimbursement, up to the amount of your account balance. (This differs from the Medical Flexible Spending Account where you have access to your full annual contribution right away.)
- If you are married, your spouse must work, be a full-time student, or mentally or physically unable to care for himself or herself in order for you to be eligible to participate in the dependent care account.
- In order to be eligible for reimbursement, expenses must be incurred during the current plan year (July 1, 2015 through June 30, 2016).
• If you are married and file separate returns, IRS regulations limit your contribution to the Dependent Care Account to $2,500 per plan year.
• Expenses reimbursed from your Dependent Care Account cannot be claimed under the Federal Tax Credit when you file your income tax return.
• Calculate your projected expenses carefully, as the IRS imposes a “use it or lose it” rule on your account balance. Balances cannot be rolled from one year to the next, and balances cannot be used to defray any other expenses.

The IRS rules require that if you do not use all of the money that you contribute to your account(s) by the end of the Plan Year, any remaining balance is forfeited. Again, carefully project what you expect your expenses to be before deciding upon the appropriate amount to contribute to a spending account. Liberty University has elected to allow the 2 ½ month “grace period”, allowed by the IRS, for you to incur and submit claims. This provides you even more time to ensure no money is lost. You will have up to the end of September to file claims for any qualified expenses incurred for the preceding Plan Year.

Termination of Employment: Your coverage under the Flexible Spending Accounts Plan ends at the end of the pay period in which your employment terminates. If you have not incurred expenses equal to the amount deposited to your account before your coverage ends, you forfeit the unused amount. You will have up to 30 days after the end of your period of coverage to file claims for any qualified expenses incurred prior to your termination up to the balance in your account at termination.

Refer to the full Summary Plan Description for Flexible Spending Accounts for other important information.
LIFE INSURANCE, SHORT TERM DISABILITY INSURANCE, LONG TERM DISABILITY INSURANCE

LU provides Life Insurance, Short Term Disability Insurance and Long Term Disability Insurance, in a single, bundled package through the Hartford Group at a significantly reduced cost to you. The following is a brief overview of the benefits provided for qualified employees:

**Life Insurance and Accidental Death and Dismemberment Benefits**
Amount of life insurance is based on employee’s salary. If an employee’s death is the result of an accident, the Plan will pay both the Life Insurance coverage amount AND the Accidental Death & Dismemberment coverage amount (i.e. - $50,000 annual salary employee dies in a car accident, her beneficiary would receive $460,000)

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Life Insurance</th>
<th>Accidental Death &amp; Dismemberment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000+</td>
<td>$230,000</td>
<td>$230,000</td>
</tr>
<tr>
<td>30,000-49,999</td>
<td>130,000</td>
<td>130,000</td>
</tr>
<tr>
<td>25,000-29,999</td>
<td>95,000</td>
<td>95,000</td>
</tr>
<tr>
<td>20,000-24,999</td>
<td>75,000</td>
<td>75,000</td>
</tr>
<tr>
<td>15,000-19,999</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Under 15,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
</tbody>
</table>

**Short-Term Disability (STD)**
- Weekly Amount of Disability Benefit ................... 60% up to a maximum of $1,000 a week
- Maximum Benefit Period ........................................... 26 weeks
- Waiting Period:
  - For disability due to injury........................................ none
  - For disability due to sickness or disease .......................... 7 days
- Pregnancy and childbirth shall be treated as any other sickness or disease.

**Long-Term Disability**
Employee’s coverage will include long-term disability (LTD) coverage. If an employee is out for 6 months, subject to the terms of the insurance plan, he/she will begin receiving 60% of their base pay up to $7,500/month.

**Dependent Coverage**
Spouse and dependent children may be covered with $2,500 of life insurance. The cost is 28 cents more for hourly employees and 30 cents more for salaried employees per payday. The cost is for any number of dependents and not charged per dependent.*

- Changes in amounts of insurance due to a change in an employee’s classification (increase in salary) shall be effective on the date of the classification change. However, if the employee is not actively at work on the date the amounts of insurance would otherwise increase, the effective date of any increase will be deferred until the day the employee returns to work.
**Deductions Per Pay Period**
All payroll deductions are post-tax.

### SALARY EMPLOYEES

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Life Amount</th>
<th>Accidental Death</th>
<th>STD</th>
<th>LTD</th>
<th>Cost Per Pay Without Dependent(s)</th>
<th>Cost Per Pay With Dependent(s)</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000+</td>
<td>$230,000</td>
<td>$230,000</td>
<td>60% up to a maximum of $1,000 a week.</td>
<td>60% up to a maximum of $7,500 a month.</td>
<td>$21.53</td>
<td>$21.13</td>
<td>1</td>
</tr>
<tr>
<td>30,000-49,999</td>
<td>130,000</td>
<td>130,000</td>
<td>14.49</td>
<td>14.79</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25,000-29,999</td>
<td>95,000</td>
<td>95,000</td>
<td>12.02</td>
<td>12.32</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>20,000-24,999</td>
<td>75,000</td>
<td>75,000</td>
<td>10.10</td>
<td>10.40</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000-19,999</td>
<td>50,000</td>
<td>50,000</td>
<td>7.82</td>
<td>8.12</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10,000-14,999</td>
<td>30,000</td>
<td>30,000</td>
<td>6.17</td>
<td>6.47</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Deductions are each pay, 24 pay periods.

### HOURLY EMPLOYEES

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Life Amount</th>
<th>Accidental Death</th>
<th>STD</th>
<th>LTD</th>
<th>Cost Per Pay Without Dependent(s)</th>
<th>Cost Per Pay With Dependent(s)</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000+</td>
<td>$230,000</td>
<td>$230,000</td>
<td>60% up to a maximum of $1,000 a week.</td>
<td>60% up to a maximum of $7,500 a month.</td>
<td>$19.86</td>
<td>$20.14</td>
<td>1</td>
</tr>
<tr>
<td>30,000-49,999</td>
<td>130,000</td>
<td>130,000</td>
<td>13.36</td>
<td>13.64</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25,000-29,999</td>
<td>95,000</td>
<td>95,000</td>
<td>11.08</td>
<td>11.36</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20,000-24,999</td>
<td>75,000</td>
<td>75,000</td>
<td>9.71</td>
<td>9.99</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000-19,999</td>
<td>50,000</td>
<td>50,000</td>
<td>7.21</td>
<td>7.49</td>
<td>5</td>
<td></td>
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</tr>
<tr>
<td>10,000-14,999</td>
<td>30,000</td>
<td>30,000</td>
<td>5.68</td>
<td>5.96</td>
<td>6</td>
<td></td>
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</tr>
</tbody>
</table>

+ Deductions are each pay, 26 pay periods.

For further information or questions regarding claims, contact HR.
RETIREMENT BENEFITS

The Liberty University Retirement Plan is a 403(b) church affiliated plan through GuideStone Financial Resources.

Almost everyone can participate. Any employee can make tax-sheltered contributions to this 403(b) retirement plan, except student employees and employees who normally work less than 20 hours per week. You may enroll by completing a GuideStone Express Enrollment form and stop or change contributions at any time by completing a simple form called a Salary Reduction Agreement.

Roth Contributions allow potentially tax-free distributions. Roth contributions are made with after-tax dollars and qualified distributions allow contributions and earnings to be received tax-free at retirement. A qualified distribution must be held for a five-year period dating from the earlier of the first year you contribute to any Roth 403(b) option in your employer’s plan or if a Roth rollover contribution is made, the first year you made a designated Roth contribution to the other applicable retirement plan. The distribution must also be made after you have reached age 59 ½, are disabled, or made to your beneficiary(ies) after your death.

Liberty University provides generous matching contributions. Eligible employees who participate and contribute up to 5% of their compensation (Base Wages) will receive an employer matching contribution up to 5%. Liberty matching contributions are always made as before-tax contributions. Please refer to your Human Resources Office for a plan summary and more details on eligibility.

Pay less tax while you make before-tax contributions. When you make tax-sheltered contributions, you don’t pay federal income taxes at that time — you pay them at the time of distribution. There are legal limits on the maximum amount you can contribute to your retirement account, so you may ask Human Resources to have GuideStone calculate your maximum limit for free.

Choose investments that are right for you. Your Retirement Plan contributions are automatically made to an age-based fund specific for you. These funds are diversified and managed to be more aggressive when you are younger but develop to be more conservative as you get older. There is also an array of Christian-based, socially-screened investment options and you may change your investment selections at any time.

Vesting. There is no Service Requirement for Eligible Employees Hired Prior to January 1, 2012. Additionally, all Liberty matching contributions made to eligible participants and those hired before Jan. 1, 2012 who choose to become participants in the future will remain 100% vested. Any employee who was hired prior to January 1, 2012 will be considered 100% vested in prior LU matching funds as well as 100% vested in all future LU matching funds.

Staff employees hired after January 1, 2012 will be subject to a five year vesting schedule for Liberty University contributions.
Your contributions are always your money regardless of when you were hired. Please refer to your Human Resources Office for a plan summary and more details on Liberty’s vesting schedule.

Plan loans are permitted. If you need to request a loan, please contact GuideStone to find out if you are eligible or to receive assistance.

Multiple retirement payout options to choose from. As a reminder, contributions are intended to stay in your retirement account until death, disability or retirement (the law and the plan restrict early withdrawals, and penalties may apply). At retirement, you may leave your account balance invested at GuideStone and you may choose from a number of payment options, including installments, single sums and life annuities. Contact GuideStone for more information.

Help is quickly available.

• GuideStone Customer Service: **888-98-GUIDE (888-984-8433)** (7 a.m. to 6 p.m., Monday–Friday, CST) and automated phone service (24 hours, every day)


We are proud to join hands with Liberty University to bring you this exceptional opportunity to save for your retirement. Starting early and taking advantage of the tax savings and employer contributions are the best means to success. Please contact us if we can help.

See the Retirement Plan Summary for more information. The 403(b)(9) Retirement Plan includes a Basic Document and an Adoption Agreement (1AG316) adopted by the trustees of your employer. The plan documents will always prevail if there is any conflict or inconsistency in the information or in the Retirement Plan Summary.
CONTINUING EDUCATION

Purpose
Continuing Education (CE) enables full-time benefited staff employees to begin or further their education.

Who is eligible?
The benefit is available to full-time benefited staff employees who have worked a minimum of 6 months after being classified as a benefited employee (for most this will be the date of hire). Employees using this benefit must be accepted into a degree program. This benefit is contingent upon management approval.

Conditions of Benefit
The Financial Aid Satisfactory Academic Progress (SAP) policy is incorporated into the CE benefit. Staff must adhere to this policy. The maximum number of hours allowed shall be the minimum number of hours required to complete their degree. In addition, any employee taking a course must be admitted into a degree program before using the CE benefit. In the event of an involuntary termination, the individual may be immediately withdrawn from school. If the individual is immediately withdrawn from school, he/she must take off one full semester before re-enrolling.

Coverage of Benefit
Tuition/Fees – The CE benefit will cover tuition and seminary fees. The activity fee will be waived, however, if the employee elects to use the LaHaye Student Center or attend LU sporting events, applicable fees will be charged to the employee.

Programs Not Covered - The CE benefit does not include the following programs: online Doctor of Business Administration (DBA), Doctor of Osteopathy, Law School, undergraduate or graduate certificate programs, or the online Graduate of Theology (ThG) program.

Waiting Period – The employee must be benefited for a minimum of 6 months before being eligible to take his/her first course using the CE benefit. If the full 6 months has not been reached before the start of the course, the employee must wait until the next sub-term to use the CE benefit.

The CE benefit covers no more than the minimum hours* required in the program at each degree level, i.e. associate’s, bachelor’s, master’s, doctoral, in the resident or online learning programs of the University.

*Please see Coordination of Benefits section if the employee has already attempted hours toward a degree he/she is seeking to complete.
Taxation

The IRS allows for tax-free tuition assistance under IRC 117 for all undergraduate classes taken at Liberty. Employees taking graduate courses are not taxed on the first $5,250 of tuition value in any one calendar year. Employees enrolled in graduate classes that exceed the $5,250 value allowance in one calendar year will have the dollar value over and above the $5,250 allowance added to their W-2 at year end. The only exceptions to this IRS code are those employees enrolled in graduate classes who are also teaching or involved in research projects. Employees will be responsible to pay each semester’s tax liability as they are incurred. Employees who are teaching or performing research while enrolled in graduate classes are exempted from the taxation.

Off-Campus Courses

The amount per fiscal year is $1,500 for course work completed at an institution other than Liberty. These courses must be for degree seeking students only and can only be taken if the course(s) counts towards the completion of the degree they are currently seeking and are not offered by Liberty University Online or resident programs.

Restrictions

- Employees may take up to 18 credit hours per academic year.
- Staff will make up time missed due to taking a resident course during their scheduled work week.
- All course work is contingent upon supervisor approval.

Intensive Courses

A maximum of two intensives (courses offered during one or two week blocks of time) can be taken each calendar year. However, the employee must use approved vacation time for intensives. A request for vacation and/or personal time approved by a supervisor must be turned in with the CE form, 3 weeks prior to the financial check-in date.

Coordination of Benefits

Degree at LU

If a degree was earned at LU, the employee may not use the education benefit to complete another degree at the same level.

Degree at Another Institution

If a degree was earned at another institution; the employee may use the education benefit to complete another degree at the same level.

Degree in Process

All hours at Liberty University or through Liberty Online will go toward the minimum number of hours to complete the degree.
Once the minimum number of hours required to complete the degree is reached, no more hours will be available to take courses at that same degree level.

- Employees already taking a course(s) using either the DGIA education benefit or university scholarship may not change to the CE benefit until the start of the next term.

**Prerequisites**

Prerequisites will be covered under CE when required for a graduate degree program in which the employee is majoring.

**Process**

Please review the Continuing Education (CE) Policy located at the Human Resources Forms & Links website (http://www.liberty.edu/administration/humanresources/index.cfm?PID=12839) for further details about the process to apply for the benefit.
DEPENDENT GRANT-IN-AID (DGIA)

Purpose

Dependents (spouse and/or eligible children) of full-time benefited staff and faculty are eligible to receive grant-in-aid assistance (100% tuition discount) to take courses at Liberty University.

Eligibility

Staff: This benefit is available to dependents of full-time benefited staff employees who have worked a minimum of 6 months after being classified as a benefited employee (for most this will be the date of hire).

Faculty: The benefit is available to dependents of full-time benefited faculty from the date of hire.

Anyone using DGIA at the time he/she is hired into a full-time benefited position by Liberty University will be exempt from the six month waiting period under the Continuing Education benefit.

Dependent Eligibility

- A spouse (unless employed as a full-time benefited employee of the University);
- An unmarried son or daughter including an adopted son or daughter and stepson or stepdaughter.
  1. You will be required annually to submit the current year’s tax return form showing your dependent is eligible. If you claimed your child as a dependent this will be a copy of your taxes. If you were unable to claim your child due to age or income you may submit a copy of their tax form.
  2. Dependent must be accepted in a degree program.
  3. A dependent in high school taking college level courses who qualifies in a special student status. The student cannot be enrolled in the Liberty Online Academy.
  4. The DGIA will cover until the end of the academic year in which he/she turns age 27.

Conditions of Benefit

The Financial Aid Satisfactory Academic Progress (SAP) policy is incorporated into the DGIA benefit. The maximum number of hours allowed shall be the minimum number of hours required to complete their degree. In addition, any student taking courses using DGIA must be admitted into a degree program before using the benefit.

Coverage of Benefit
Tuition/Fees – The benefit will cover tuition only and will not cover any fees.

The DGIA benefit covers no more than the minimum hours* required in the program at each degree level, i.e. bachelor’s, master’s, doctoral, in the resident or online learning programs of the University. The benefit does not cover Institutes or certificate programs.

Programs Not Covered - The DGIA benefit does not include the following programs: online Doctor of Business Administration (DBA), Doctor of Osteopathy, Law School, undergraduate or graduate certificate programs, or the online Graduate of Theology (ThG) program.

Waiting Period – The employee must be benefited for a minimum of 6 months before the dependent is eligible to take his/her first course using the DGIA benefit. If the full 6 months has not been reached before the start of the course, the employee’s dependent must wait until the next sub-term to use the DGIA benefit.

*Please see Coordination of Benefits section if the dependent has already attempted hours toward a degree he/she is seeking to complete.

Taxation

Employees will not be taxed for Dependent undergraduate degree tuition, but will have any tuition benefit for graduate level courses added to the employee’s W-2. Employees will be responsible to pay each semester’s tax liability as they are incurred unless the dependent(s) is teaching or involved in research for the University.

Coordination of Benefits

Degree at LU

If a degree was earned at LU, the dependent may not use DGIA to complete another degree at the same level.

Degree at Another Institution

If a degree was earned at another institution; the dependent may use DGIA to complete another degree at the same level.

Degree in Process

All hours at Liberty University or through Liberty Online will go toward the minimum number of hours to complete the degree.

Once the minimum number of hours required to complete the degree is reached, no more hours will be available to take courses at that same degree level.

Prerequisites
Prerequisites will be covered under DGIA when required for a graduate degree program in which the dependent is majoring.

**Process**
Please review the Continuing Education (CE) Policy located at the Human Resources Forms & Links website (http://www.liberty.edu/administration/humanresources/index.cfm?PID+12839) for further details about the process to apply for the benefit.
LaHAYE RECREATION MEMBERSHIP

Liberty University recognizes that while health and dental insurance are important benefits to you as well as protection for disability and life insurance for your loved ones, a healthy life-style is important to you also. To assist you with your healthy life-style and work to life balance, Faculty and Staff employees who are directly paid by the University are eligible for membership.

Contact the LaHaye Student Union at 434-592-3148 or their webpage at http://www.liberty.edu/campusrec/studentcenters/index.cfm?PID=21616

COLONIAL LIFE – Supplemental Insurance

Colonial Life products are offered to Liberty University employees through Colonial Life. Policies elected with Colonial Life are not group policies and are individually owned by the employee. Liberty University offers the convenience of paying for your premiums through payroll deductions. However, if your paycheck ends as a result of a leave of absence (or any other cause), the payment of Colonial products is the responsibility of the policy holder and not Liberty University. For more information about Colonial Life and their available products go to the following web page http://visityouville.com/libertyuniversity.

All information is subject to the terms of insurance policies, summary plan descriptions, plan documents and written LU policies. LU retains the right to make modifications to employee benefits, and nothing contained in this document constitutes a guarantee, contract, or promise of employment.