



November 26, 2024

Dear Participant:

This notice is to remind you that Southwestern University has automatically enrolled you in its retirement plan.

Automatic Enrollment

If you are eligible for the plan but don't enroll within 30 days of becoming eligible, you will be automatically enrolled. This means that pretax dollars are contributed to the Plan at a rate of 3% of your eligible compensation.

You have some options if you do not want to be automatically enrolled:

- Change your contribution amount: You can choose to contribute more or less.
- Opt out of automatic enrollment: You need to change your contribution amount zero.

To make these changes, go to <https://www.tiaa.org/public/tcm/southwestern/home> to log in or contact TIAA at the 800 number listed below. These changes will become effective as soon as administratively possible.

If you opt out within 30 days after you become eligible to participate in the Plan, no contributions will be withheld from your paycheck.

Upon becoming eligible, Southwestern University will provide a contribution of 7% of your salary. You will be vested in the employer contribution immediately. Please see the Plan's Summary Plan Description for more information on employer contributions.

How Your Contributions are Invested

If you do not make an election, your contributions will be invested in the Plan's default option(s) listed below. Your contributions will continue to be invested in the designated default option(s) unless you provide complete investment instructions.

Plan Name:	Default Investment Option:
SOUTHWESTERN UNIVERSITY REGULAR RETIREMENT PLAN FOR ALL EMPLOYEE - 103470	Nuveen Lifecycle Index Funds - Retirement Class (2010 - 2065 and No Retirement Income)

How You Can Change the Way Your Contributions are Being Invested:

You can change the way your contributions are invested at any time. You can direct the investment of your existing balances and future contributions to any of the Plan's available investment options. This includes being able to transfer out of the Plan's designated default option(s) to another investment option available in the Plan.

If you elect to change the investment allocation of your account from the default fund listed above, 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. See the prospectus for more details on restrictions on frequent transfers by logging in at <https://www.tiaa.org/public/tcm/southwestern/home>.

To change how your account is invested among the Plan's offered investment choices, log in to your

account at <https://www.tiaa.org/public/tcm/southwestern/home> or contact TIAA at **800-842-2252**. Consultants are available weekdays, 8 a.m. to 10 p.m. (ET).

If you have been defaulted into the designated default option(s) and you do not provide complete investment instructions, your contributions and existing balance will continue to be invested in the designated option(s).

Go to <https://www.tiaa.org/public/tcm/southwestern/home> to log in and get more information or start making your elections.

If you have any questions, please call **800-842-2252**. Consultants are available weekdays, 8 a.m. to 10 p.m. (ET).

Sincerely,
Southwestern University