

HOPE COLLEGE INVEST PLAN

Notice of Right to Make or Change Contributions

Hope College ("Employer") allows employees to make contributions to the Hope College Invest Plan. These contributions are made in the form of pre-tax, salary deductions from your salary. All employees of the Employer are eligible to make these contributions, except employees who are students enrolled in and regularly attending classes at the Employer.

You may make contributions of up to the lesser of \$16,500 per year or 100% of your compensation. You may also make additional contributions of \$5,500 per year if you are 50 or older and you may make other catch-up contributions if you have completed 15 or more years of service with the Employer. These limits apply in 2010 and will be adjusted for cost of living changes in future years.

You may change your contribution amount at any time during the year. You must make your election or change your election at least seven (7) days prior to the date of the first paycheck from which contributions are to be deducted (or the deduction is to be increased or decreased). All elections to make or change your contribution must be made in writing. An election form is available from the Human Resources Department.

Your contributions are invested in the annuity contract or custodial account that you choose. A list of available annuity contract and custodial account vendors is available from the Payroll Department.

Contact Connie VanderZwaag of the Human Resources Department at (616) 395-7811, ext. 7818, or vanderzwaag@hope.edu for a list of available vendors, additional election forms, or additional information about the Plan.

**Hope College
Plan Administrator
Date: January 2010**