



## Welcome to your Bluefield University Retirement Plan

Bluefield University recognizes the importance of providing you with ways to plan for your financial future. As part of the Council of Independent Colleges in Virginia, Bluefield University is participating in the Virginia Private Colleges and Universities 403(b) Multiple Employer Plan. Your retirement program is an important part of your overall benefits.

### Highlights of the Bluefield University Retirement Plan benefits include:

**Two ways to contribute:** In addition to the voluntary pretax contributions eligible employees can make to the plan, participants may make additional after-tax contributions with the Roth option. You may contribute up to a maximum amount determined annually by the IRS.

**Contributions from your employer:** Bluefield University may make matching contributions to your account. See your benefits office for details.

### When creating your retirement strategy, you can take one of two approaches:

#### 1. CICV Lifecycle Models

The CICV Lifecycle Models service automatically manages your investments, making it easier for you to stay on track with your retirement goals. As the plan default, an age-based model portfolio will be selected for you if you don't select your own investment options.

#### 2. Build your own retirement portfolio

The plan offers a range of investment options from which to choose. Learn more about your investment choices online at **[TIAA.org/cicv](https://TIAA.org/cicv)**.



### Manage your account

#### Online

Visit **[TIAA.org/cicv](https://TIAA.org/cicv)** and *Log in*. If you're new to TIAA, select *Log in*, then *Register for online access*. Follow the on-screen directions to access your account.

#### Phone

Call TIAA at **800-842-2252**, weekdays, 8 a.m. to 10 p.m. (ET).



## Quick guide to enrolling and managing your retirement account online

By visiting **TIAA.org/cicv**, you can learn about the plan and investment choices. Please see your benefits office for more information on how to enroll.

Once you're enrolled, you may log in to your account and select *Actions* to:

- Update your investment elections for future contributions
- Transfer assets among other investment options
- Review or update your beneficiary designation(s)

**Important:** Employees are eligible to make their own contributions, provided they have completed the salary reduction agreement available from their benefits office.

## Retirement plan investment advice

As a plan participant of the Virginia Private Colleges and Universities 403(b) Multiple Employer Plan, you have access to two options for personalized retirement plan advice on the plan's investment options: Millennium Advisory Services, Inc. and TIAA.

### Millennium Advisory Services, Inc.

Millennium Advisory Services, Inc., an independent advisor, provides on-campus education and advice services for plan participants. You can meet with a financial advisor to help you understand retirement plan changes, including enhanced options available and important decisions you need to make. All employees are also offered the opportunity to complete Millennium's goal-based financial planning process and receive a personalized financial plan that includes asset allocation recommendations. Private on-campus meetings, as well as virtual meetings, are available, and spouses/significant others are encouraged to attend.

Millennium also offers an option for fee-based, professional management of retirement accounts, and other investment accounts, for employees who would like to choose that ongoing service.

To schedule an appointment with a financial advisor, call **877-435-2489** and choose **option 1**, or email the Millennium Advisory Services Scheduling Team at **schedule@mcmva.com**.

### TIAA

For more than 100 years, TIAA has helped millions of participants prepare for retirement. To help maximize your retirement savings, you can set up an investment advice session with a TIAA financial consultant who will work with you to understand your particular goals and risk tolerance. This advice service is available at a TIAA branch office or over the phone.

To schedule your advice session, call **800-732-8353**, weekdays, 8 a.m. to 8 p.m. (ET), or visit **TIAA.org/schedulenow**.

# CICV Lifecycle Models

## Personalize your information

You can help determine an appropriate model portfolio by providing additional information about your financial situation and preferences.

Simply log in to your TIAA account. Under “Account Summary,” select *Retirement*, then *Personalize*. Select your retirement age and complete the brief questionnaire to initiate a model portfolio recommendation.

Once you review it, you can simply select and approve it to complete your subscription. All of your eligible plan assets and future contributions will be invested in the model portfolio you choose.

The CICV Lifecycle Models, available through TIAA's RetirePlus Pro® service, make it easier to plan and save for retirement by providing you with a professionally managed model portfolio. It's a convenient alternative to making your own choices from the retirement plan's investment lineup.

## What's a model portfolio?

Each model includes a combination of investment options from the retirement plan's lineup. The mix of investments offers a specific balance of financial risk and reward, and takes into account your current age and your projected retirement date. The investment allocation adjusts to become more conservative as you near and enter retirement.

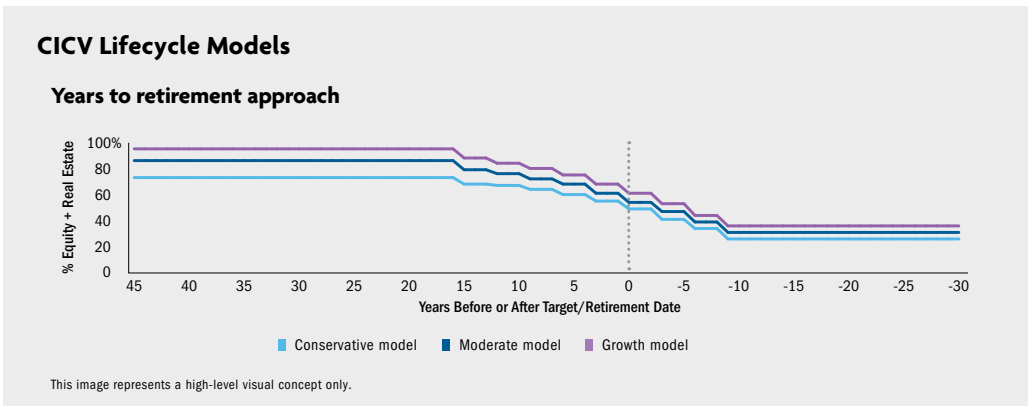
Over time, the CICV Lifecycle Models automatically rebalance your account to help keep you on track with your retirement goals.

## Benefits to you

- Simple to use
- Diversified mix of investments
- Professionally designed and managed model portfolios
- Automatically reduces investment risk as you near retirement
- Guaranteed annual returns from the TIAA Traditional Annuity within the models
- Option within the models for monthly income payments for life once you retire

## Is there a cost for the models?

If you use the CICV Lifecycle Models—or, in some cases, if you don't select other investment options and the models become your default investment—you will be charged \$0.23 annually for each \$1,000 in your account managed by the model service. This fee will be deducted from your account each quarter and reflected on your quarterly statement.



**Example:** If you were born in 1969, you have 15 years to retirement and would be defaulted into the moderate model with 15 years to retirement.

continued

## CICV Lifecycle Models (continued)

### Can I use the CICV Lifecycle Models and also select options from the investment lineup?

For each eligible TIAA account, you need to choose either the CICV Lifecycle Models or your own investment strategy from the investment lineup.

If you use the CICV Lifecycle Models, a self-directed brokerage account can provide an additional investment selection. It's important to note that brokerage investments won't be considered in the model portfolio's allocation.

## We're here to help

A complete description of the plan's investment options and their performance, as well as planning tools to help you choose an appropriate mix, are available online at **TIAA.org/cicv**.



### Schedule an investment education and advice session

#### TIAA

##### Online

Visit **TIAA.org/schedulenow**.

##### Phone

Call **800-732-8353**, weekdays, 8 a.m. to 8 p.m. (ET).

#### Millennium Advisory Services, Inc.

##### Email

Email the Millennium Advisory Services Scheduling Team at **schedule@mcmva.com**.

##### Phone

Call **877-435-2489** and choose **option 1**.

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### Disclosures

#### Advice (legal, tax, investment)

The TIAA group of companies does not provide legal or tax advice. Please consult your legal or tax advisor.

Advice provided by our Field Consulting Group is obtained using an advice methodology from an independent third party. Advice services provided by our Individual Advisory Services Group are provided by Advice & Planning Services, a division of TIAA-CREF Individual & Institutional Services, LLC, a registered investment adviser.

Individual Advisory Services may not be available to all participants. Advisory services through Individual Advisory Services are a fee-for-services charge to the employee.

TIAA and Millennium Advisory Services, Inc., and any of their affiliates or subsidiaries, are not affiliated with or in any way related to each other. TIAA acts as recordkeeper for the plan and, in that capacity, is not a fiduciary to the plan. TIAA and Millennium Advisory Services, Inc. may also provide advice and education to plan participants. When TIAA provides advice on how to allocate investments, it takes fiduciary responsibility for that advice. TIAA is not responsible for the advice and education provided by Millennium Advisory Services, Inc. Millennium Advisory Services, Inc. is not responsible for the advice and education provided by TIAA.

Advice is provided on your employer-sponsored retirement plans administered by TIAA. TIAA does not monitor your retirement assets on an ongoing basis, nor does TIAA update your information on the Retirement Advisor tool to reflect changes in your personal circumstances. You should periodically monitor your retirement strategy as your needs and personal circumstances change. Results are not guaranteed and do not reflect actual returns on any investment. The TIAA Retirement Advisor is not a substitute for tax, legal or comprehensive financial planning advice. The TIAA Retirement Advisor is a brokerage service provided by TIAA-CREF Individual & Institutional Services, LLC, a registered broker-dealer, Member FINRA, SIPC.

The projections or other information generated by TIAA's online tools regarding the likelihood of various investment outcomes, investment allocations and retirement income are hypothetical in nature, do not reflect actual results and are not guarantees of future results. Results may vary with each use and over time.

#### CICV Lifecycle Models

The TIAA RetirePlus Pro® Models (the "Models") are asset allocation recommendations developed in one of three ways, depending on your plan structure: i) by your plan sponsor, ii) by your plan sponsor in consultation with consultants and other investment advisors designated by the plan sponsor, or iii) exclusively by consultants and other investment advisors selected by your plan sponsor whereby assets are allocated to underlying mutual funds and annuities that are permissible investments under the plan. Model-based accounts will be managed on the basis of the plan participant's personal financial situation and investment objectives.

This material is for informational purposes only and does not constitute a recommendation to invest through a model or to purchase any security or advice about investing or managing retirement savings. This material does not take into account the specific objectives or circumstances of a plan participant, or suggest any specific course of action.

**You should consider the investment objectives, principal strategies, principal risks, portfolio turnover rate, performance data, and fee and expense information of each underlying investment carefully before directing an investment based on the model. For a free copy of the program description and the prospectus or other offering documents for each of the underlying investments (containing this and other information), call TIAA at 877-518-9161. Please read the program description and the prospectuses or other offering documents for the underlying investments carefully before investing.**

The Plan Fiduciary and the Plan Advisor may determine that an Underlying Investment(s) is appropriate for a Model Portfolio, but not appropriate as a stand-alone investment for a Participant who is not participating in the Program. In such case, Participants who elect to unsubscribe from the Program while holding an Underlying Investment(s) in their Model-Based Account that has been deemed inappropriate as a stand-alone investment option by the Plan Fiduciary and/or the Plan Advisor will be prohibited from allocating future contributions to that investment option(s).

Established Restrictions: Each Plan Participant may, but need not, propose restrictions for his or her Model-Based Account, which will further customize such Plan Participant's own portfolio of Underlying Investments. The Plan Fiduciary is responsible for considering any restrictions proposed by a Plan Participant, and for determining (together with Plan Advisor(s)) whether the proposed restriction is "reasonable" in each case.

No registration under the Investment Company Act, the Securities Act or state securities laws—The Model is not a mutual fund or other type of security and will not be registered with the Securities and Exchange Commission as an investment company under the Investment Company Act of 1940, as amended, and no units or shares of the Model will be registered under the Securities Act of 1933, as amended, nor will they be registered with any state securities regulator. Accordingly, the Model is not subject to compliance with the requirements of such acts, nor may plan participants investing in underlying investments based on the Model avail themselves of the protections thereunder, except to the extent that one or more underlying investments or interests therein are registered under such acts.

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### Disclosures (continued)

No guarantee—Investments based on the Model are not deposits of, or obligations of, or guaranteed or endorsed by TIAA, the Investment Advisor, the Plan or their affiliates, and are not insured by the Federal Deposit Insurance Corporation, or any other agency. An investment based on the Model is not guaranteed, and you may experience losses, including losses near, at, or after the target date. There is no guarantee that investments based on the Model will provide adequate income at and through your retirement. Investors should not allocate their retirement savings based on the Model unless they can readily bear the consequences of such loss.

TIAA RetirePlus Pro is administered by Teachers Insurance and Annuity Association of America ("TIAA") as plan recordkeeper. TIAA-CREF Individual & Institutional Services LLC, Member FINRA, distributes securities products. If offered under your plan, TIAA and CREF annuity contracts and certificates are issued by Teachers Insurance and Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF), New York, NY, respectively. Each is solely responsible for its own financial condition and contractual obligations. Transactions in the underlying investments invested in based on the Model on behalf of the plan participants are executed through TIAA-CREF Individual & Institutional Services, LLC, Member FINRA.

TIAA RetirePlus Pro® is a registered trademark of Teachers Insurance and Annuity Association of America-College Retirement Equities Fund, 730 Third Avenue, New York, NY 10017.

This material is for informational or educational purposes only and does not constitute fiduciary investment advice under ERISA, a securities recommendation under all securities laws, or an insurance product recommendation under state insurance laws or regulations. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor's own objectives and circumstances.

**Distributions from 403(b) plans before age 59½, severance from employment, death, or disability may be prohibited, limited, and/or subject to substantial tax penalties. Different restrictions may apply to other types of plans.**

**Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.**

**You should consider the investment objectives, risks, charges, and expenses carefully before investing. Please call 877-518-9161 or go to [TIAA.org/cicv](https://www.tiaa.org/cicv) for current product and fund prospectuses that contain this and other information. Please read the prospectuses carefully before investing.**

TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributes securities products. Annuity contracts and certificates are issued by Teachers Insurance and Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF), New York, NY. Each is solely responsible for its own financial condition and contractual obligations.

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