### PART-TIME FOUNDATION EMPLOYEES
### SUMMARY OF BENEFITS UPON SEPARATION OF EMPLOYMENT
### (Non-Retirement)

<table>
<thead>
<tr>
<th>If enrolled in:</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>FIT Foundation Retirement Plan</strong></td>
<td>If you are enrolled in the <strong>Foundation Retirement Plan</strong>, contributions will be made on eligible compensation earned through your employment end date. You may maintain your account(s), request a rollover from your account(s) to another organization, or take a distribution. If you have questions about your account or distribution options, contact the plan administrator TIAA at 800.842.2252. To access your online account, go to <a href="http://www.tiaa.org">www.tiaa.org</a>.</td>
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</tbody>
</table>
| **Commuter Benefit Plan (Mass Transit and Parking Accounts)** | - Pre-tax Transit balances in the WageWorks Commuter Card will no longer be usable after 90 days from your employment termination date.  
- Pre-tax Transit Passes will no longer be usable after the last day of your last active benefit month.  
- Pre-tax Parking balances are forfeited immediately on your employment termination date. However, if enrolled in the Parking Pay Me Back payment method, you have 6 months to submit for reimbursement for parking expenses incurred through your last day of employment.  
- Post-tax contributions remaining in your account will be refunded to you via check by HealthEquity/WageWorks. |
| **Educational Assistance Plan**       | **FIT Tuition Exemption Program** – If your employment terminates before the course(s) begins, you will be required to pay for the course(s) unless you officially withdraw by the established deadlines. |

### Important: Address Changes After Separation
If your address changes after you separate, notify the **Office of Human Resources** immediately. Your new address is needed for you to receive your Form W-2 which is sent early in the year after your separation and may be needed for benefits purposes.

If you have questions, please send an email to **hr_benefit@fitnyc.edu** or call 212.217.3670 for assistance from a benefits representative.