SAFE HARBOR 403(b) NOTICE
HOWARD UNIVERSITY SAVINGS PLAN

The purpose of this Notice is to let you know that the Howard University Savings Plan (the "Plan") meets the requirements under the Internal Revenue Code to be a safe harbor plan for the 2013 calendar year. To be a safe harbor plan, the University must provide a certain level of employer paid contributions and must vest you immediately in those contributions. A safe harbor plan automatically satisfies the Internal Revenue Code nondiscrimination requirements that apply to employee pre-tax deferrals and Roth contributions as well as the University matching contributions. The following is a description of some of the Plan's provisions that are in effect for the 2013 calendar year.

Participation

You are eligible to participate immediately in the Plan for purposes of:

- Pre-tax and Roth contributions (Employees hired prior to January 1, 2009 are permitted to make after tax-contributions.)
- University Matching Contributions
- Basic University Contributions

Matching Contributions

The matching contribution formula is:

- 100% match on the first 2% of compensation you contribute to the Plan

Example, Ann earns $50,000 a year and decides to contribute 6% of her compensation to the Plan. Her annual University matching contributions will be:

Ann's Pre-Tax Contributions		**Company's Matching Contributions**	
2% x $50,000	$1,000	100% of first 2%	$1,000
4% x $50,000	$2,000	No match above 2%	$ 0

Before-tax, Roth Contributions and after-tax contributions are eligible for Howard University matching contributions.

You may choose to make pre-tax contributions and Roth Contributions of up to 80% of your compensation (subject to IRS limitations of $17,500 in 2013). All 2013 limitations are subject to Internal Revenue Service cost of living adjustments in future years.

Basic University Contributions

In addition to matching contributions, the University will make a Basic Employer Contribution equal to 6% of compensation. The Basic University Contribution will be made to your account each pay period.

You are also allowed to rollover distributions from a prior employer's qualified plan, a 403(b) plan, an eligible 457 governmental plan, or an Individual Retirement Account ("IRA"). You cannot roll over any after tax contributions into the Plan.

Catch-up Contributions

There are two types of catch-up contributions under the Plan.

- The first type is for employees who have 15 years of service. This type of catch-up contribution can be used if you have not made the maximum contribution on a historical basis. The investment company to which you make contributions can assist you with the calculation. After you have made the maximum catch-up contribution or if you are not eligible for this type of catch-up contribution, you may be eligible for the type of contribution described below.

- If you are at least age 50 at any time during the calendar year, you will be eligible to make an additional catch-up contribution. Catch-up contributions may be made starting on January 1 even though you will attain age 50 later in the year. This contribution is in addition to the $17,500 maximum contribution that you can make in 2013. In 2013, the maximum catch-up contribution is $5,500.

Plan Compensation

For purposes of Basic University Contributions(6% University Contribution), compensation includes your base earnings in the calendar year of determination, excluding overtime and other premium payments, supplements paid to hospital-based physicians under special contractual agreements, and any contributions made by the University to any other employee benefit program. Compensation includes Basic and Supplemental Employee Contributions made to this Plan under a salary reduction agreement, and amounts you contribute to the Howard University Cafeteria Plan under a salary reduction agreement. It also includes differential pay provided while performing qualified military service in accordance with Section 414(u) of the Internal Revenue Code. Where contractual agreements with hospital-based physicians identify a specific compensation level for retirement purposes, then that amount shall be considered compensation for the purpose of this Plan. Compensation does not include any compensation paid after a severance from employment except for the last paycheck which is paid after a severance from employment and includes compensation earned prior to a severance from employment.

For purposes of Basic University Contributions, Supplemental Employee Contributions, Employer Matching Contributions and Catch-up Contributions, your total compensation from the University for services rendered while an employee as reported on Internal Revenue Service Form W-2, Box 1, or such successor box which describes wages, tips, and other compensation. Compensation shall include Basic and Supplemental Employee Contributions made to this Plan under a Salary Reduction Agreement and amounts contributed by you to the Howard University Cafeteria Plan under a salary reduction agreement. Compensation shall not include any compensation after a severance from employment, other than the last paycheck which is paid after a severance from employment and represents compensation earned prior to a severance from employment. Compensation shall include differential compensation provided while performing qualified military service in accordance with Section 414(u) of the Code.

Vesting

You will be 100% vested in all the various contributions made to the Plan.

Withdrawals

The Plan will pay you the vested amounts in your account when you terminate, retire or if you die or become disabled while you are employed by the University. The Plan permits loans while you are an employee and the loan will be taken from your accounts according to a hierarchy specified in the Plan.

You will be allowed to make withdrawals in certain circumstances from the Plan while you are employed by the University. Withdrawals while employed are permitted as follows:

Source	**Withdrawal Restriction**
Your contributions	Not permitted until age 59 ½
Your contributions that are supplemental contributions	Permitted for financial hardship
Your pre-tax deferrals	Meeting certain conditions as a military reservist

If you elect to make a hardship withdrawal from your contributions, you will not be permitted to make a contribution (pre-tax, Roth or after-tax) to the Plan for six months.

Administrative Procedures

Go to the Retirement Manager website (www.myretirementmanager.com/?hu for University employees and www.myretirementmanager.com/?huh for Hospital employees) to:

- Start making pre-tax, after-tax, or catch-up contributions. (Certification from your investment company is required for the 15-year catch-up provision.)

- Increase or decrease the amount of your contributions. You increase or decrease your pre-tax, Roth and after-tax contributions

- Stop your contributions

For additional assistance in choosing your elections, contact your Investment Company:

- TIAA-CREF at http://www.tiaa-cref.org or by calling 1-800-842-2776.
- VALIC at http://www.valic.com or by calling 1-800-448-2542.
- ING at http://www.ingretirrmentplans.com or by calling 1-800-584-6001.

Your changes will be implemented as soon as administratively practicable in accordance with the schedule posted in Retirement Manager.

The Howard University Savings Plan ("Plan") was first effective January 1, 1977. For purposes of the Plan, a plan year is a calendar year.

If you have any questions about this notice or require additional information, including the most recent copy of the Summary Plan Description, please contact Cynthia Henderson at (202) 806-1280.