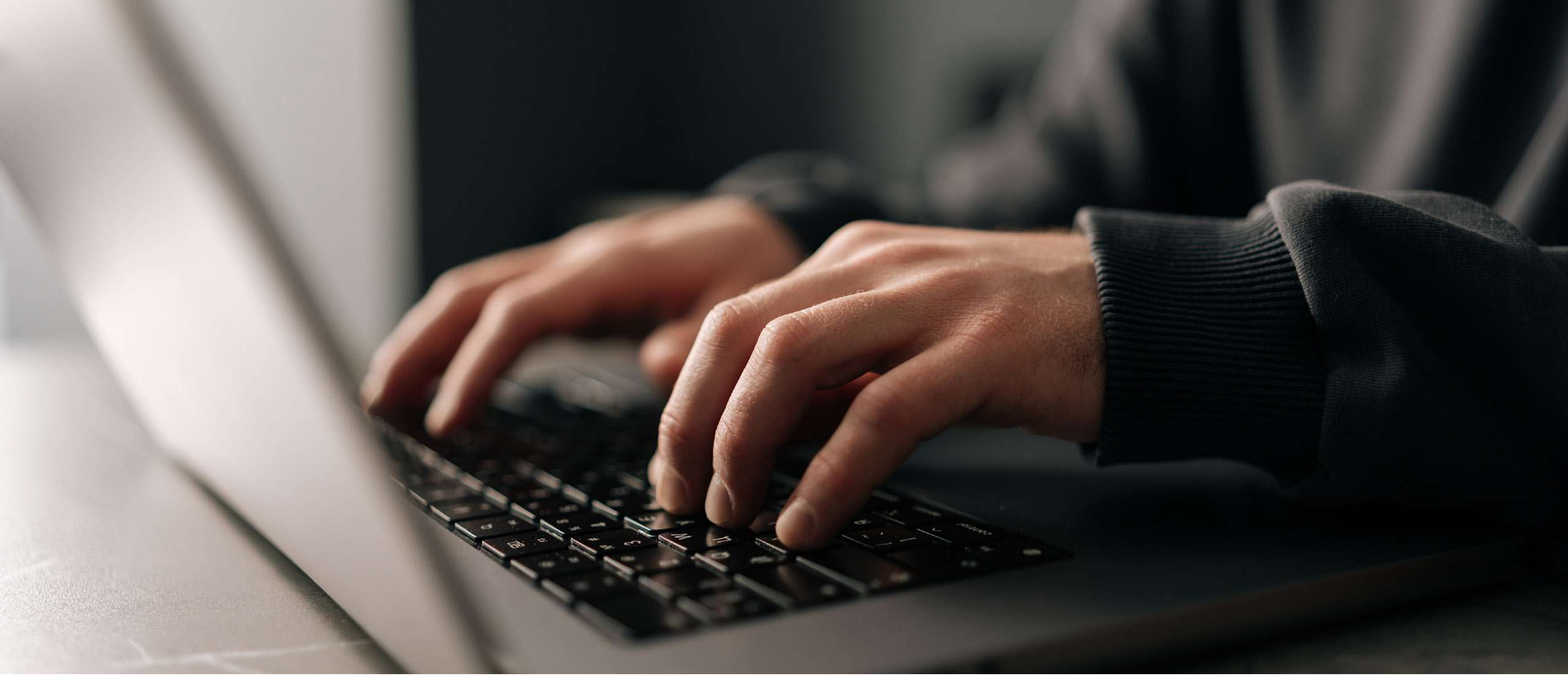

Eligibility

Benefit eligibility is determined by college policy and the respective plan document. For those that are eligible for benefits, most of your benefits are effective on the first day of the month following your date of hire.

Enrolling in benefits is done through our online benefit administration system, Bswift. Make your benefit elections in Bswift within 31 days of your date of hire or eligibility date.

You may enroll your eligible dependents for coverage once you are eligible. Your eligible dependents include:

- Your legal spouse, same sex domestic partner, or common law spouse
- Children under the age of 26, regardless of student, dependency, or marital status

Dependents

Austin College offers dependent coverage for spouses and children. If you are adding a new dependent to your plan (medical, dental, vision or to the Cafeteria Plan), please take the following action:

- Submit dependent eligibility documentation (i.e., birth certificate, marriage license)

Note: Austin College is required to provide a tax form to benefits eligible employees (1095C).

Qualified Life Events

You may only change your benefit elections during the annual enrollment period. However, you may change your benefit elections during the year if you experience a Qualified Life Event, including:

- Marriage
- Divorce or legal separation
- Birth of your child
- Death of your spouse or dependent child
- Adoption of or placement for adoption of your child
- Change of employment status by you or your spouse
- A significant change in your or your spouse's health coverage due to your spouse's employment
- Qualification by the plan administrator of a Medical Child Support Order
- Obtaining coverage under Medicare Part B

You must notify Human Resources within 31 days (60 days of birth, adoption, or placement for adoption) of the Qualified Life Event. Depending on the type of event, you may need to provide proof of the event. With the exception of divorce, if you do not contact Human Resources within 31 days of the qualified event, you will have to wait until the next annual Open Enrollment period to make changes (unless you experience another Qualified Life Event).