

PORTABILITY PROCEDURES

HYATT LEGAL PLANS, INC.

If you wish to continue your legal plan benefit after retiring or terminating employment with Villanova University, you must enroll for portable enrollment within **30 days** of your last payroll deduction for the legal plan.

To apply for portable enrollment:

- An employee needs to call Hyatt's Client Service Center at **1-800-821-6400**, Monday-Friday (8am - 7pm ET). A highly trained Client Service Representative will assist you in the application process.
- Enrollment is prepaid via remittance of a lump sum payment equal to the sponsor's monthly rate times 30 months. (\$18.00 X 30 months = \$540.00).
- Upon receipt and approval of payment, Hyatt will send the enrollee verification of the portable enrollment.
- Portable enrollments will remain effective for a **30 month** period and refunds will not be issued.
- Under portable enrollment, dependent definitions are the same as for active Employees.

If you should have any questions, please do not hesitate to call Hyatt's Client Service Center.

Hyatt Legal Plans

A MetLife Company