

RBC Group Advantage™

City University of Seattle Group Savings Program Member Booklet

CityUniversity
of Seattle



All you need to know to reap the benefits
of your employee savings program





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Your Program Starts Here

Welcome to City University of Seattle's Group Saving Program, designed especially to help you save for your retirement and improve your overall financial wellness.

City University of Seattle's Group Savings Program is brought to you in collaboration with RBC Group Advantage, where you receive:

- **one-on-one holistic advice** from professionals
- access to **digital tools, professional investment management**
- a **range of investment options** and
- a comprehensive **financial wellness** plan to help you save with confidence.

In this booklet, you will find details about the Program, learn about your Group savings plan, how to participate and where to access helpful digital tools and resources to support you in achieving your financial goals. In addition to helping you save for retirement, the Program includes information about added benefits and rewards that are made available to you exclusively.

Why participate?

As Canadian residents, we rely on multiple income sources during retirement including Canada Pension Plan (CPP) and Old Age Security (OAS), however they are probably not enough to help us retire comfortably. Having personal savings to supplement government support is important, yet many Canadians are not saving enough for retirement. With City University of Seattle's savings program, you have the convenience of saving through your payroll to assist you in building towards that dream retirement.

It's never too early, or too late to start saving. But starting early and contributing regularly, even in small amounts, can lead to significant savings over time.

We encourage you to take part in City University of Seattle's Group Savings Program to maximize your employee benefits and build towards your financial future.

What City University of Seattle's Group Savings Program includes

As part of its Group Savings Program, City University of Seattle is pleased to offer a Group Registered Retirement Savings Plan (Group RRSP).

A Group RRSP is a Registered Retirement Savings Plan (RRSP) with the added benefit of tax-deduction at the source. It allows you to contribute directly from your payroll, reducing your reported employment income; this can translate into tax savings each pay period.

Participating employees have access to **plan enrollment support** and **one-on-one holistic financial advice** both in person and virtually. In addition, digital tools and resources are available to help with financial decisions.

This overview is intended for information purposes only, and the terms and conditions of any plan as may be set out in the official documentation take precedence. Copies of such documentation are on file with the Company's human resources department, and you may review them upon request. Possession of this overview does not mean that you are entitled to participate in any such plan.



Your Group RRSP information

Plan type	Group Registered Retirement Savings Plan (Group RRSP)
Plan number	037657
Eligibility	Hourly staff working .5 FTE or higher and salary employees may join the plan immediately upon hire.
Contribution	<p>City University of Seattle will match 100% of employee contributions up to 6% of base salary each pay period:</p> <ul style="list-style-type: none">• Employer matching contributions will commence after 1 year of service. <p>Employee contributions are required to receive employer matching</p>
Spousal plan option	The plan may be set up as a Spousal plan; we encourage you to speak with an RBC advisor to determine if this is a suitable option for you.
Investing options	<p>A range of mutual funds, Guaranteed Investment Certificates (GICs) and savings available through RBC Royal Bank.</p> <p>Other investing options, via RBC Direct Investing and RBC Dominion Securities are also made available.</p>
Withdrawals	<p>If needed, you may withdraw from your plan.</p> <p>A notification of your withdrawal will be shared with City University of Seattle prior to processing. Additional details are included in the following pages.</p> <p>Speak with your RBC advisor for guidance and advice regarding withdrawals. As is the case with a personal RRSP, general withdrawals from a Group RRSP are subject to applicable withholding taxes upon withdrawal, and they are taxed as income unless transferred to another registered plan, as permitted by law.</p>

Spousal plan

The main objective of a Spousal Group RRSP is to shift retirement income from the higher-income spouse to the lower-income spouse.

A spousal Group RRSP is opened by – and belongs to – your spouse. But the contributions to the Plan are made by you and the contributions count towards your maximum limit.

Employees may also choose to have their payroll contribution directed towards a combination of a Group RRSP and a Spousal Group RRSP.

An RBC advisor can help you decide if a Spousal Group RRSP is a good option for you.

Investing options

Your Group RRSP can be set up in person or virtually – whatever works best for you.

Your RBC advisor will answer questions about the Plan and provide personalized advice to help you achieve your financial goals.

You will also receive access to a broad, diversified range of over 200 mutual funds by RBC Global Asset Management ([RBC GAM](#)) including RBC Retirement Portfolios, as well as the complete list of RBC GAM [Mutual Funds](#) and a range of [GICs and savings](#).



Other options

Additional investing options are also made available to you, including:

Self-directed investing through [RBC Direct Investing](#) where you can access research to make your own investment decisions and tools to invest in stocks, bonds, mutual funds, ETFs and GICs.

Access to [RBC Dominion Securities](#), a leading **full-service** investment and wealth management firm with an extensive suite of resources including the expertise and attention of your own personal advisor, working with professionals across investment management, Wills and estate planning, private banking, charitable giving and more to provide you with a comprehensive plan for your wealth.

Withdrawals

City University of Seattle encourages you to save towards your retirement via your Group RRSP. Having said that, you have the option of withdrawing from your Group RRSP, if the need arises.

A notification of your withdrawal will be shared with City University of Seattle prior to processing.

Your Group RRSP is eligible for the Home Buyers Plan. Withdrawals for this are not taxable if you repay the amount withdrawn within a 15-year period. Your Group RRSP is also eligible for the Life-Long Learning Plan, where withdrawn amounts aren't subject to tax - provided that at least 10% of the amount borrowed is repaid each year, over 10 years.

Speak with your RBC advisor for guidance and advice regarding withdrawals. As is the case with a personal RRSP, general withdrawals from a Group RRSP are subject to applicable withholding taxes upon withdrawal, and they are taxed as income unless transferred to another registered plan, as permitted by law.



Retirement

As you prepare to retire, your RBC advisor will meet with you one-on-one to explain your options and help you choose the most suitable option for your needs.

In the meantime, here are some options you have at retirement:

- Assets can be transferred 'in kind' to an individual RRSP, a Registered Retirement Income Fund (RRIF), or a Registered Pension Plan (RPP). Assets can be also taken in cash as a withdrawal from the Registered Pension Plan or used to purchase an annuity with certain conditions.
- Group RRSPs must be closed by December 31st of the year you turn 71. This requirement is the same for individual RRSPs. Unless otherwise instructed by you, any assets remaining in a Group RRSP will be automatically converted to a RRIF.

To discuss these and other options you may have, please contact your RBC advisor.

Leaving your employer

If you leave City University of Seattle, your Group RRSP will be transferred to an individual RBC RRSP – no transfer of assets or redemption of funds required.

To discuss other options, please contact your RBC advisor.

Tax considerations

Contribution amounts can be up to your personal RRSP contribution room; which is 18% of your previous year's earned income plus or minus other adjustments as needed. (This includes employer contributions as well as spousal plan contributions if applicable.)

It's your responsibility as an employee to ensure that contributions into your Group RRSP stay within the allowable limit. Generally, there is a tax of 1% per month on contributions that exceed an individual's RRSP deduction limit by more than \$2,000.

Your RRSP contribution limit is accessible online by visiting Canada Revenue Agency's (CRA) [My Account for Individuals](#) page.

Fees

The investment funds that constitute your investment options are no-load funds, which means that you don't pay a commission when you buy or sell units of such funds.

Management fees and administrative expenses are charged directly to the funds. You will find the complete list [here](#).

If you decide to transfer your Group RRSP to another financial institution that is not Royal Bank of Canada or any of its affiliates, a transfer out fee is charged. Please visit the [RBC Group Advantage Member site](#) for details.

If self-directed investing is suited for your needs, at RBC Direct Investing there are no trading commissions on mutual funds and 50+ ETFs. Also, there are no surprise, flat commission rates on stocks. For full details see the [Pricing page](#).

If comprehensive wealth management is right for your needs, RBC Dominion Securities offers an advisor-led wealth management approach with investments at the core. Contact RBC Dominion Securities for additional information on suitability and fees. [Contact us – RBC Wealth Management](#).



Beneficiary

A beneficiary is someone who benefits financially from your estate. As part of your Will, you can designate your spouse, children or someone else as beneficiaries and specify what assets you would like them to receive.

You can also name a beneficiary in a registered plan for the designated beneficiary to receive your plan assets upon your passing.

Beneficiary designation is an integral part of estate planning. Your RBC advisor can help you by answering questions you may have.

Note that naming a beneficiary on a registered plan in a beneficiary designation form is not accepted in Quebec.

How to join your Group Savings plan

Joining is easy; an RBC advisor will open your plan, explain the details and provide advice to help you plan towards your financial goals.

A good way to start is to attend the enrolment meeting at your workplace (if available). Or make an in-person or virtual appointment with an advisor.

Call the **RBC Group Advantage Member Advice Centre**
@ 1-888-769-2566, 8:00 a.m. – 8:00 p.m. Monday to Friday.



Be sure to have the following on-hand:



The plan number
(included in this booklet)



Your employee number and
Social Insurance Number (SIN)



One government issued picture
ID (passport, driver's license).





Maintaining Your Financial Wellness

Once you've opened your plan, you'll receive personalized emails welcoming you into the Program, highlighting the digital tools and resources available to you, as well as inviting you to reach out to the dedicated team of advisors at RBC, for guidance and advice to help you achieve your financial goals.

You will remain actively engaged throughout the year with our financial wellness-focused outreach program. You will also have access to the RBC Group Advantage [Member Wellness Hub](#), for timely resources and tools to assist in your ongoing financial well-being.

In addition, **financial advice events** geared towards financial literacy and wellness are made available to employers, at their discretion. Topics include (but are not limited to):

- Planning for retirement
- Purchasing a house
- Saving for a child's education
- Wills & estate planning

Personalized Advice Through All Life Stages

As a participating Member of the City University of Seattle's Group Savings program, you can reap the benefits made available to you when and how you choose to do so.

Benefits of working with an advisor

Studies have shown that over a 15-year period, investors who work with an advisor have achieved almost 4 times the savings of investors who don't work with an advisor.

Advised clients have greater net worth over time



Source: The Gamma Factor and the value of Financial Advice, Claude Montmarquette, Natalie Viennot-Briot, 2016



RBC advisors are here to support you all along your financial journey, with personalized one-on-one advice, helpful tips and resources delivered in person or virtually – regardless of the life stage you are in, from present day to retirement.

Financial independence



Starting a career
Pursue Higher education

Building credit
Saving for Home ownership

Financial responsibility



Family Planning
Buying second home

Renovating home
Supporting children's education

Planning to retire



Maximizing savings in final years
Delaying retirement for interest or need

Starting new career/business
Selling a business

Living in retirement

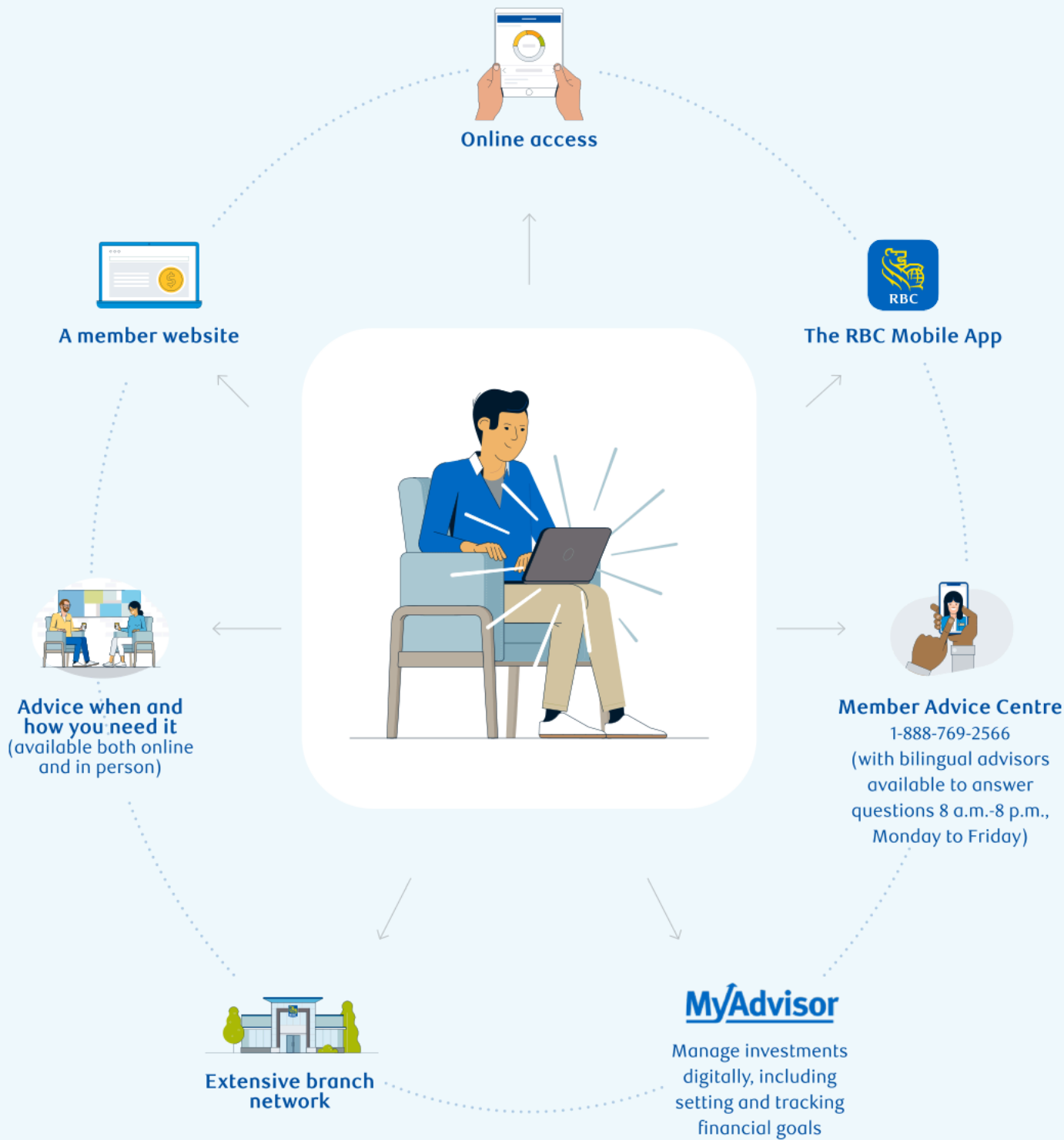


Preparing for new phase in life
Spending more time at recreation
Spending time volunteering

Travelling for new experiences
Caregiving

With a wide network of professionals across Canada, at RBC, you are in capable hands regarding your financial needs.

Available Digital Capabilities and Financial Resources



At RBC, you have a wealth of digital capabilities for ease and convenience of accessing and managing your investments online.

But what truly sets RBC apart is the combination of digital capabilities and the expertise of advisors.

MyAdvisor is one of many resources designed to help you access and manage your investments digitally, including setting and tracking your financial goals. You will also be able to access documents and reach an actual human advisor for support on your financial needs.

MyAdvisor Goals Accounts and Net Worth Expenses and Cash Flow Documents More

Vacation Education **Retirement** Add Goal

[Edit goal details](#)

Your Retirement Goal

You're: **saving for retirement** 1-3 years from retirement retired or semi retired

You told us that when you retire at the age of **65** you want to spend **\$3,692.6/month**.
As a **Balanced** investor, you're contributing **\$508.21** a month toward your goal.

⚠️ You may run out of money in retirement. [Connect with an advisor.](#)

Your retirement numbers

If we average your retirement income from all your sources over your retirement years, you'll get **73%** of your **\$3,692.6/month** goal. That works out to about **\$2,695.6** per month.

Your net worth today	\$506,408.97	
Net worth at end of projection	\$1,640,515.39	
Investments and cash	Property	Liabilities
\$0	\$1,640,515.39	\$0

73%
You're projected* to get
of your monthly income goal

*This projection is based on the information you provided us.

[How do we calculate this?](#) [Investments funding your retirement](#) [See Your Net Worth](#)

Avion Rewards and Online RBC Resources

[RBC Group Advantage Member Hub, including exclusive Avion Rewards and offers](#) ↗

Dedicated to Group Advantage Members, this site provides an overview of the Avion Rewards and offers available to you, on a variety of products including Everyday Accounts, Credit Cards and Mortgages. As well, you will benefit from the wellness resources and tips on a variety of topics that can help you achieve financial wellness.

[My Money Matters](#) ↗

A destination where you can find articles and resources to take control of your financial wellbeing, build confidence, and reach your life goals.

[Retirement Planning Hub](#) ↗

Whether you are decades away from retirement or it's fast approaching, RBC offers calculators, resources and tips to help you boost your savings, fine-tune your plan and get the most out of retirement.

[RBC Global Asset Management Retirement Resource Centre](#) ↗

Looking to learn more about how to save or prepare for transition into retirement? Coupled with the expertise of RBC advisors, the online resource centre of education articles, tools and checklists will help you stay informed on trends, savings strategies and investing tips.

Together with RBC's Online and Mobile Banking capabilities and NOMI budgeting tool, the financial insight tools at RBC will help keep you on track with your finances.

And rest assured, the security architecture at RBC consists of layers of security solutions that provide the ultimate protection to infrastructure and client information. These controls range from multi-factor authentication, web application firewalls, anti-malware software and encryption to intrusion monitoring, email threat protection.



Expertise in Investment Management by RBC Global Asset Management

With an array of investment options and access to global markets, RBC Global Asset Management (RBC GAM) is an integral part of your investment portfolio.

With a client-first approach, **RBC GAM** has been managing assets for over six decades. It is Canada's largest fund company by assets.¹

The firm provides a comprehensive range of mutual funds across all asset classes, sectors, geographies, and themes; these include:

- A wide range of actively managed stand-alone mutual funds that invest in domestic and global markets
- A range of portfolio solutions with an active approach to asset allocation
- Responsible investment solutions. RBC Vision Funds incorporate material ESG factors in the investment process.² Also, RBC Vision Funds apply ESG exclusionary screening strategy based on a defined set of ESG-related criteria, generally stemming from a certain principle or set of values.³

RBC GAM works to build portfolios that aims to generate attractive returns while managing downside risk. This translates into a smoother investment experience for you, which in turn can help you reach your long-term investment goals.



¹Source: Securities and Investment Management Association (SIMA), as of June 30, 2025

²ESG integration does not apply to certain exposures or security types, including, but not limited to certain money market securities, currency or derivative instruments. Where ESG integration is applied, the weight given to ESG factors in an investment decision depends on the investment team's assessment of that ESG factor's potential impact on the performance of the security and/or the fund.

³The RBC Vision Funds may from time to time depart from their exclusion lists when RBC GAM has determined that it would be in the best interests of the fund to do so, such as when RBC GAM has identified inaccuracies in the data, or incomplete data due to more recent developments or events, used to produce the exclusion lists.

Get On Board Today!

Let City University of Seattle's Group Savings program work for you. After browsing through your Member Booklet, take advantage of City University of Seattle's offer.

Speak with an RBC Group Advantage advisor, either through in-person, one-on-one appointments or virtually through the RBC Group Advantage Member Advice Centre.



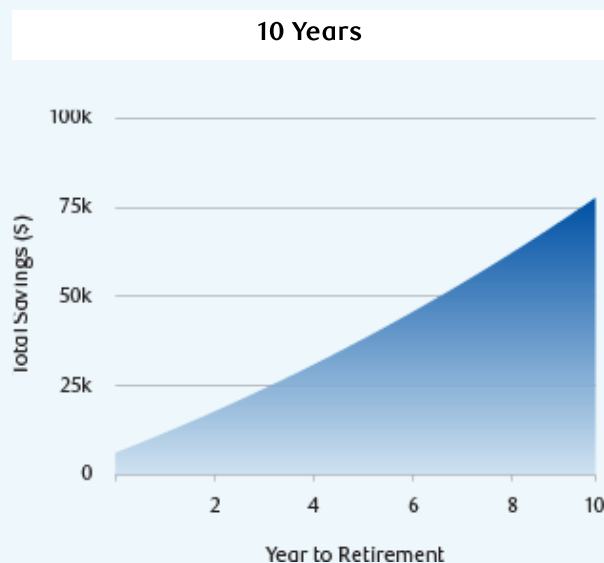
1-888-769-2566, Monday to Friday, 8:00 a.m. to 8:00 p.m. ET.

By starting early and contributing regularly, even in small amounts, you will have the opportunity to achieve significant savings over time. This is due to the power of compounding and dollar cost averaging.

Starting early resulted in additional compounded growth of \$50,209.63*

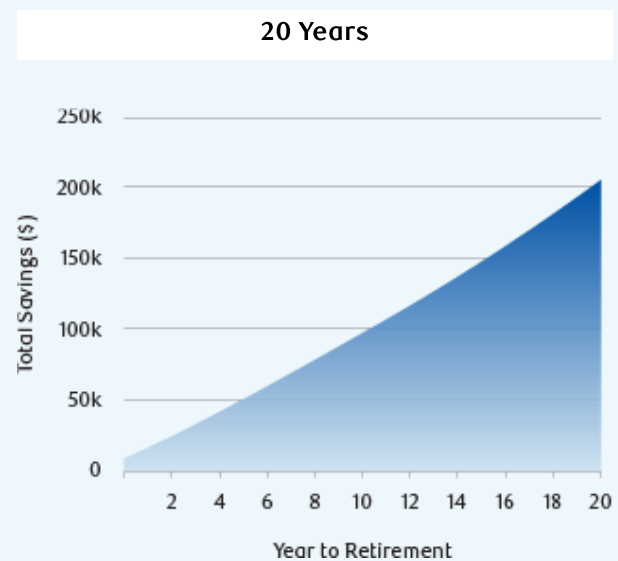
You could save \$77,492.41

in 10 years



You could save \$205,194.45

in 20 years



*Calculation: $\$205,194 - (\$77,492.41 \times 2) = \$50,209.63$

Scenario based on a bi-weekly contribution of \$230 at an average annual return of 5%.

For illustrative purposes only.

Frequently asked questions

Frequently asked questions about Group RRSP

Do I have the option of opting out of the Group RRSP?

Please see your employer if you wish to opt out of joining the plan.

Can I change or stop my contribution amount?

Yes. As your circumstances or financial goals change, you may wish to adjust the amount of your payroll contributions. If you wish to change your contribution amount or stop contributing to the plan, contact your payroll services or human resources department.

Will my payroll contributions affect my RRSP contribution room?

Yes. You are responsible for ensuring you do not exceed your individual RRSP contribution limit, which is listed on your Notice of Assessment from CRA, for the previous year.

Will employer contributions affect my contribution room?

Yes. the amount reported as employer contribution will reduce your available contribution room for future.

When will I receive my contribution receipts?

Receipts for GRRSP contributions made from the first business day of March to December 31 are usually mailed in late January of the following calendar year. Receipts for GRRSP contributions made in the first 60 days of the year are mailed in mid-March of the same calendar year.

For additional information, visit the FAQ section of the [RBC Group Advantage Member Site](#).



Disclaimer

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Mutual Funds are sold by Royal Mutual Funds Inc. (RMFI). There may be commissions, trailing commissions, management fees and expenses associated with mutual fund investments. Please read the Fund Facts/prospectus before investing. Mutual fund securities are not insured by the Canada Deposit Insurance Corporation. For funds other than money market funds, unit values change frequently. For money market funds, there can be no assurances that a fund will be able to maintain its net asset value per security at a constant amount or that the full amount of your investment in a fund will be returned to you. Past performance may not be repeated.

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MyAdvisor is an online platform from RBC where you can view your financial information including visual representations (charts and graphs) of your retirement readiness, net worth, cash flow, and financial goal tracking. You can also see how varying your current approach can affect your savings and goals. The MyAdvisor platform also enables you to book an appointment with an RBC advisor and to meet with your advisor using video chat or phone to open new accounts, including investment accounts, and get advice on meeting your financial goals.

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