**Section 1080.230 Institution and Institutional Representative Responsibilities**

a) A DFI institution shall:

1) be a qualified institution of higher education as defined in the Act;

2) commit to providing leadership, information, and placement opportunities for DFI fellows; and

3) designate an institutional representative.

b) A DFI institutional representative shall:

1) actively recruit students who will be eligible for DFI awards and verify to the Program Board that applicants for DFI financial assistance meet all eligibility requirements;

2) maintain records for award recipients, including program application materials, contracts and records of award payments;

3) provide award recipients with academic and support services, such as mentoring, counseling, and other activities that would enhance the chances for degree completion and success in achieving the goals of the program;

4) supervise payment of awards from the funds awarded by the Program Board;

5) collect, process and forward to the Program Board by the announced deadline each spring all new applications and renewal forms from eligible students; and

6) assist award recipients who complete their program of study in seeking a full-time teaching or administrative position in an Illinois institution of higher education or a full-time position as an employee of this State in an education-related capacity. Such positions may include, but shall not be limited to, administrative positions in State elementary/secondary and higher education agencies.