

- The fees listed below apply to all international students, excluding East African citizens from the following countries: Kenya, Tanzania, Uganda, Rwanda, Burundi, and South Sudan. Please note that international student fees are 20% higher in line with international competitor policies.
- All fees are given in Kenyan Shillings (Kshs.), unless otherwise stated, and include the cost of tuition, practical lessons, demonstrations, facilities and equipment.
- To make ADMI accessible to students from all backgrounds, we offer flexible payment plans to students and their families.
- The school-based accident emergency medical insurance is mandatory for all students, even if the student is covered by another insurance provider.

DIPLOMA PROGRAMMES CONSIST OF

4 TERMS



Film & TV Production



Graphic Design



Music Production



Sound Engineering

5 TERMS



Animation & Motion Graphics



Thereafter, students are placed in a required term-long internship.

TOTAL TERM FEE FOR ALL
DIPLOMA PROGRAMMES

139,200

Diploma students & their families have 3 payment options to choose from:

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|-----------------------|--|---|----------------------|
| 1. EARLY REGISTRATION | Pay 100% of tuition and receive a 5% Discount: | Payment Due December 20, 2017 | Kshs. 132,240 |
| 2. REGISTRATION | Pay 100% of tuition: | Payment Due January 5, 2018 | Kshs. 139,200 |
| 3. INSTALLMENTS | Pay in 3 installments by the following dates: | Payment 1 Due January 5, 2018 | Kshs. 69,600 |
| | | Payment 2 Due March 6, 2018 | Kshs. 42,960 |
| | | Payment 3 Due April 6, 2018 | Kshs. 28,440 |

- Early Registration Discount does not apply after December 20, 2017.
- Late Registration Fee of Kshs.2,400 applies to payments made after January 5, 2018.
- Students paying in installments are required to pay an additional Kshs.1,800. This is divided into two payments with Kshs.1,200 added onto Payment 2 and Kshs.600 added onto Payment 3.

DIPLOMA TUITION COSTS INCLUDE:



Global Professional Standard Certificate: Students develop the professional skills they need to compete in today's global workplace through our year-long Career Launchpad programme. Students will be enrolled in their first Career Launchpad unit in either Semester 1 or 2.



Industry Exposure: Students build their industry knowledge and professional networks by attending conferences, workshops, festivals, and mentorship talks.

INTERNATIONAL STUDENT VISAS

It is the student's responsibility to obtain and purchase the correct international student visa. Further information and advice can be found in our Applying for an international Student Visa Guide, available at www.admi.ac.ke.

ADMI is legally required to inform the Directorate of Immigration and Registration of Persons Office when a student discontinues his/her studies at ADMI, regarding the reason. As a result, if a student is dropped from their programme due to poor academic performance, poor attendance or indiscipline, ADMI will immediately inform the Immigration Office.

PAYMENT & REFUND POLICIES

Payment for International Students: In order to secure your place at ADMI and to receive your Admission letter, which enables you to apply for your visa, you will need to pay the minimum deposit amount of Kshs. 74,100 for Diploma programmes and Kshs. 50,300 for Certificate programmes by January 5, 2018. This amount includes the 50% payment plus the application fees and insurance costs.

Payment Required to Enroll: Once you are accepted at ADMI, your place will only be confirmed after you pay the required medical insurance and pay a minimum of 50% of the term fees. All programmes are capped at 24 students. Accepted students are encouraged to enroll as early as possible to secure a place in their desired programme.

Late Fee Payment: A late payment fee of Kshs. 2,400 applies to all payments made after January 5, 2018. This also applies for payments that haven't met the 50% threshold. The last day for late registration is January 22, 2018. Students will not be admitted after January 22, 2018.

Refunds: All payments are non-refundable and non-transferable to other programmes. ADMI will only refund students if a programme is cancelled, and students and parents will be notified of any cancellations by January 5, 2018. ADMI reserves the right to cancel a programme for operational reasons.



Late Payments: Students will not be allowed to attend classes until payment has been made. Non-attendance negatively impacts academic performance. Students who miss 3 or more classes will be required to retake the unit. Therefore, ADMI strongly encourages students and their families to make the payments on time.

Outstanding Balances: If a student completes a term with an outstanding fee balance, he/she cannot enroll in another term until that outstanding balance has been paid.

Deferring a Term: ADMI encourages students to defer to the next term if they and their families are not confident they are able to pay the required fees by the above deadlines.

Enrolling in Additional Units: If a student wishes to pursue an interest outside his/her programme, he/she can enroll in an additional unit. Students are required to inform the administration in writing by January 5, 2018, and pay an additional Kshs. 24,000 per additional unit by January 12, 2018.

Enrolling in Private Tutoring: If a student is struggling in a unit and requires additional one-on-one support, he/she can enroll in private tutoring. The student is required to inform the administration in writing and receive written approval from the administration. The price for tutoring is an additional Kshs. 1,800 per hour and payment for private tutoring is required upfront.

Resit Policy & Payments: If a student is unable to sit for final exams due to special circumstances, he/she must inform the administration in writing before April 1, 2018. The student is required to pay a resit fee of Kshs. 6,000 per exam. Resit payment for January - April term

must be made before May 15, 2018 and resits must be completed by May 30, 2018.

Retake Policy and Payments: As a premier institution, ADMI upholds high academic standards. If a student fails a unit, he/she must seek permission to retake a unit. The administration reserves the right to approve or decline requests on a case by case basis. If approval is granted, the student must pay Kshs. 30,000 for retaking a unit. It should be noted that if a student fails more than 1 unit, the administration reserves the right to dismiss the student from continuing his/her studies at ADMI.

Fee Increase: Please be aware that schools fees are liable to increase between 10 and 20% every January to account for inflation and other considerations.

Due to the 2017 election, the Board has postponed the fee increase to the May 2018 term.

Parents and students should plan for fees to increase by **8% for new students** and **3.5% for continuing students**. This increase will apply to all programmes for the May 2018 term.



Graduation: Students are not allowed to graduate if they have not completed and passed all of the required units for their programme.

SCHOOL-BASED ACCIDENT EMERGENCY INSURANCE

Overview: The school-based emergency insurance is mandatory for all students, even if the student is covered by another insurance provider. Insurance is provided by AAR Insurance, and covers immediate medical attention on campus, including the following: Ground and air ambulance, on-site treatment and stabilization, transfer to hospital, and outpatient care with an annual limit of Kshs. 100,000. This insurance is only for school-based emergencies.

Continuing Students: Students enrolled in four-term diploma programmes are required to pay an additional Kshs. 1,500 in their fourth term. Students enrolled in a diploma programme requiring five terms are required to pay an additional Kshs. 2,500. This means that the total amount for school-based emergency insurance is Kshs. 4,000 for a four term diploma programme and Kshs. 5,000 for a five-term diploma programme.

MODES OF PAYMENT

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|------------------|---------------------------------------|
| ACCOUNT NAME | Africa Digital Media Institute |
| BANK | NIC Bank |
| BRANCH | Harambee Avenue |
| ACCOUNT NUMBER | 1001137607 |
| BANK BRANCH CODE | 110 |
| SWIFT CODE | NINCKENA |

| | |
|------------------|---------------------------------------|
| ACCOUNT NAME | Africa Digital Media Institute |
| BANK | Jamii Bora Bank |
| BRANCH | Kiongozi Branch, Koinange Street |
| ACCOUNT NUMBER | 1001801622002 |
| BANK BRANCH CODE | 01 |
| SWIFT CODE | CIFIKENA |

Please print your full name, student admission number, programme name and part-time / full-time / certificate status on the back of the bank deposit slip.

M-VISA **M-Visa ID 466138909**

Mpesa Paybill Number: **836036** Account Number: **Admission Number**

Upon making any payment, please ensure you collect a receipt from ADMI.