

- 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.

## INTERNSHIP PROGRAMME & GRADUATION FEES



### OVERVIEW

ADMI's Internship programme places each student in a 3-month internship with industry partners. The Internship Programme is a required and graded unit for Diploma students and is optional for Certificate students.

\* Diploma students who choose not to participate in the Internship Programme will not be awarded a diploma or be allowed to graduate.

### INTERNSHIP PROGRAMME STRUCTURE

The ADMI Internship Programme places students in a rigorous 3-month internship with an industry partner and provides mentorship and supervision.



#### ORIENTATION:

Students review internship requirements as well as the Internship Code of Conduct and a Professional Standards Agreement.



#### PLACEMENT:

Students CVs, cover letters and portfolios are sent to industry partners. Industry partners set up interviews and hand-pick students based on their own criteria.



#### INITIAL SITE VISIT:

The Student Placement Coordinator will visit students at their internship within the first month of their placement.



#### MIDTERM ASSIGNMENT:

Students are required to complete a written reflection and a midterm self-evaluation in preparation for their midterm performance review.



#### MIDTERM EVALUATION:

The Student Placement Coordinator along with a faculty supervisor will have a formal performance review with the intern and his/her internship supervisor.



#### FINAL ASSIGNMENT:

Students are required to complete a written reflection and a final self-evaluation in preparation for their final evaluation.



#### FINAL EVALUATION

The Student Placement Coordinator along with a faculty supervisor will have a formal performance review with the intern and his/her internship supervisor.

ADMI does not guarantee placement as industry partners hand-pick students based on their own criteria.

### PREREQUISITES

In order to enrol in the ADMI Internship Programme, students are required to have completed and passed the required course units. Diploma students are also required to have successfully passed their final clearance interview as part of their Semester 4 Career Launchpad class.

\*ADMI reserves the right to reject internship applications for students who have violated the Student Code of Conduct or who do not embody ADMI's values.

### INTERNSHIP PROGRAMME ENROLLMENT & FEES

Certificate and Diploma who have successfully completed their required coursework are eligible for the ADMI Internship Programme. Students must submit their Internship Placement Application along with supporting documents, including digital copies of their CV, LinkedIn profile and cover letters for their top 3 internship placements.

**Application Due:** January 5, 2018

**Programme Cost:** Kshs. 30,000

**Payment Due:** January 5, 2018

Payments made after January 5, 2018 are subject to pay the Late Registration Fee of Kshs. 2,400.



# ADMI ANNUAL GRADUATION JUNE 2018

Payment Due **March 1, 2018:**

**Kshs. 6,000**



## PEARSON CERTIFICATION

Certificate and Diploma students are eligible to receive the internationally recognized Pearson Certification, which helps students attain credit transfers and continue their education in universities both in Kenya and internationally.

**Pearson Certification Cost:**

**£100**

**Graduation Payment Due:**

**March 1, 2018**

## PAYMENT & REFUND POLICIES

**Payments & Refunds:** All payments are due on the dates specified above and are non-refundable and non-transferable.

**Internship Stipends:** Internships are not paid and no stipend is provided.

**Outstanding Balances:** Students with outstanding fees will not be allowed to enrol in the Internship Programme or the Graduation Ceremony.

**School-Based Accident Emergency Insurance:** ADMI's school-based accident emergency insurance only covers students who are completing class-based coursework on ADMI's campus. As a result, this school-based accident emergency insurance does not apply to the internship period or to our industry partners' locations.

**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 for 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.

## MODES OF PAYMENT

ACCOUNT NAME BANK BRANCH ACCOUNT NUMBER BANK BRANCH CODE SWIFT CODE	<b>Africa Digital Media Institute</b> NIC Bank Harambee Avenue 1001137607 110 NINCKENA	M-VISA <b>M-Visa ID 466138909</b>
ACCOUNT NAME BANK BRANCH ACCOUNT NUMBER BANK BRANCH CODE SWIFT CODE	<b>Africa Digital Media Institute</b> Jamii Bora Bank Kiongozi Branch, Koinange Street 1001801622002 01 CIFIKENA	Mpesa Paybill Number: <b>836036</b> Account Number: <b>Admission Number</b>
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.		<b>Upon making any payment, please ensure you collect a receipt from ADMI.</b>