

- The fees listed below apply to citizens from the following African countries: Kenya, Tanzania, Uganda, Rwanda, Burundi, and South Sudan. The fee information for international students from countries outside of East Africa can be found here: <http://africadigitalmedia.org/fees/>.
- 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: September 6, 2017

Programme Cost: Kshs. 25,000

Payment Due: September 11, 2017

Payments made after September 11, 2017 are subject to pay the Late Registration Fee of Kshs. 2,000.



ADMI ANNUAL GRADUATION JUNE 2018

Payment Due **March 1, 2018:**

Kshs. 5,000



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 school fees are liable to increase by 10% to 20% every January to account for inflation and other considerations.

BANK DETAILS

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

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.

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

Mpesa Paybill Number:
836036

Account Number:
Admission Number

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