

- 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 + INTERNSHIP



### 5 TERMS + INTERNSHIP



All students are placed in a required term-long internship for their final term.

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

	OPTION 1	OPTION 2	OPTION 3		
PAYMENT OPTIONS	<b>EARLY REGISTRATION</b> Pay 100% of tuition & receive a 5% Discount	<b>REGISTRATION</b> Pay 100% of tuition	<b>INSTALLMENTS</b> Pay in 3 installments by the following dates:		
			<b>1<sup>ST</sup> PAYMENT</b>	<b>2<sup>ND</sup> PAYMENT</b>	<b>3<sup>RD</sup> PAYMENT</b>
DUE DATE	Due May 3, 2019	Due May 10, 2019	Due May 10, 2019	Due July 5, 2019	Due Aug 2, 2019
PAYMENT	<b>Kshs. 150,100</b>	<b>Kshs. 158,000</b>	<b>Kshs. 79,000</b>	<b>Kshs. 48,600</b>	<b>Kshs. 32,200</b>
TOTAL	<b>Kshs. 150,100</b>	<b>Kshs. 158,000</b>	<b>Kshs. 159,800</b>		

- Early registration discount only applies to payments received in full by May 3, 2019.
- Late registration fee of Kshs.2,400 applies to all payments received after May 10, 2019.
- 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 1 and Kshs.600 added onto Payment 2.
- Late registration fee of Kshs.1,200 applies to any installment payments received after July 5 and Aug 2, 2019.

### 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.



#### ADMI GRADUATION: JUNE 2020

Amount: **Kshs. 6,000**  
Payment Due: **March 1, 2020**



#### PEARSON CERTIFICATE: JUNE 2020

Amount: **£ 100**  
Payment Due: **March 1, 2020**

## PAYMENT & REFUND POLICIES

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

**Late Fee Payments:** A late payment fee of Kshs. 2,400 applies to all payments received after May 10, 2019. This also applies to payments that haven't met the 50% threshold. The last day for late registration is May 20, 2019. Students will not be admitted after May 20, 2019. Additional late fee payments for installments received after their due date apply.

**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 sponsors will be notified of any cancellations by May 10, 2019. ADMI reserves the right to cancel a program 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 stated deadlines. In order to be readmitted, the student will be required to pay the fees applicable to that term.

**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 May 3, 2019 and pay an additional Kshs. 20,000 per additional unit by May 10, 2019.

**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. 1,500 per hour and payment for private tutoring is required upfront.

**Resit Policy & Payments:** If a student scores between 50% - 59%, they will be admitted to the next semester on the condition that the student resits for any units (where scores fall between 50 - 59%) during the finals week in the following semester in order to progress to another semester. The cost incurred for resit is Ksh. 5,000 per unit.

In the event that a student is transitioning from a certificate into a diploma program, an exception will be made to allow the student to resit for the unit(s) they have failed at a rate of Ksh. 5,000. Note that the student must receive formal clearance from the Academic Administrator, as well as the Finance department before making the payment for the resit. The Academic Administrator will be responsible for scheduling all resits for transitioning student.

**Retake Policy and Payments:** As a premier institution, ADMI upholds high academic standards. If a student scores 49% and below, s/he will be not admitted to the next semester and must retake the entire unit during the following semester, before progressing into their respectful cohort. The cost incurred for retakes is Ksh. 25,000 per unit.

**Students Who Fail Multiple Units & Fail to Uphold Our Code of Conduct:** In special circumstances where a student has failed multiple units and fails to show up for classes for her/his retake classes and/or disappears during midterm or finals week without communication to the Academics and Finance team, the administration reserves the right to dismiss the student from continuing his/her studies at ADMI.

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

**Dishonoured cheques are subject to a fee of Kshs.2,000 payable immediately.**

**Overpayment:** Any fee overpayment will be automatically transferred to next term's fees. ADMI will not process any refunds.



**Graduation:** Students are not allowed to graduate if they have not completed and passed all of the required units for their programme. In addition, it is mandatory for all Diploma students to receive a **Pearson Certificate**. The certificate fee is **£ 100** and is due on **March 1, 2020**.

## SCHOOL-BASED ACCIDENT EMERGENCY INSURANCE



**Overview:** Insurance is provided by AAR Insurance, and covers immediate emergency or accident attention on campus. The cover includes the following: ground and air ambulance, on-site treatment and stabilization, transfer to hospital, and emergency stabilization care up to an annual limit of Kshs. 100,000. This insurance is only for school-based emergencies. Parents/Sponsors are required to respond and arrive to the school or hospital immediately to pick up the student.

**New Diploma Students:** Diploma students who enrol at ADMI during the May 2019 intake are required to pay Kshs. 2,500 for the annual emergency insurance. The Diploma students are required to pay an additional Kshs. 2,500 in their second year. This fee covers the student during their internship. The total amount for school-based emergency insurance is Kshs. 5,000 for any diploma programme.

**New Certificate Students:** Certificate students who enroll at ADMI during the May 2019 intake are required to pay Kshs.1,500 for the 6-month school-based emergency insurance policy, which is the minimum available.

**Payment Deadlines for All New Students:** Payment for insurance must be made by May 10, 2019. Students won't be allowed to attend classes until the mandatory insurance fee has been paid.

## MODES OF PAYMENT



ACCOUNT NAME  
BANK  
BRANCH  
ACCOUNT NUMBER  
BANK BRANCH CODE  
SWIFT CODE

**Africa Digital Media Institute**  
NIC Bank  
Harambee Avenue  
1001137607  
110  
NINCKENA

ACCOUNT NAME  
BANK  
BRANCH  
ACCOUNT NUMBER  
BANK BRANCH CODE  
SWIFT CODE

**Africa Digital Media Institute**  
Jamii Bora Bank  
Kiongozi Branch, Koinange Street  
1001801622002  
01  
CIFIKENA

Please write your full name and student admission number, on the bank deposit slip and at the back of the cheque.

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. Please allow for 3 working days for cheque payments before collecting your receipt.**