

- 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.

Any payments received after January 11, 2019 will be transferred to the next term. No students will be placed after January 11.

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 7, 2019

Programme Cost: Kshs. 30,000

Payment Due: January 11, 2019

Payments received after January 11, 2019 are subject to pay the Late Registration Fee of Kshs. 2,400. The internship programme fee cannot be paid in installments.



ADMI ANNUAL GRADUATION JUNE 2019

Payment Due **March 1, 2019:**

Kshs. 6,000



PEARSON CERTIFICATION

Certificate and Diploma students are required to receive the internationally recognized Pearson Certification, which helps students attain credit transfers and continue their education in universities both in Kenya and internationally. Upon graduation, ADMI will not offer any other certificate.

Pearson Certification Cost:
£100

Pearson Fee Payment Due:
March 1, 2019

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.

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

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.

MODES OF PAYMENT

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

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

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**

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

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.