FEE STRUCTURE

SEPTEMBER 2020
EAST AFRICAN STUDENTS
INTERNSHIP PROGRAMME & GRADUATION FEES

admi
africa digital media institute

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- 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://admi.ac.ke/fees/.**
- 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.

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 get a log book for their tasks.

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

MIDTERM ASSIGNMENT:
Students are required to complete a midterm performance improvement action plan after their midterm evaluation, based on feedback given.

FINAL ASSIGNMENT:
Students hand in a filled-in internship log book.

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 September 21, 2020 will be transferred to the next term. No students will be placed after September 21, 2020.

PREREQUISITES

In order to enrol in the ADMI Internship Programme, students are required to have completed and passed ALL 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 students who have successfully completed all 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, cover letter and portfolio for their top 3 internship placements.

Application Due: August 7, 2020
Programme Cost: Kshs. 30,000
Payment Due: September 4, 2020
Placement Closed: September 21, 2020

Payments received after **September 4, 2020** are subject to the Late Registration Fee of **Kshs. 2,000.**

ADMI ANNUAL GRADUATION
JUNE 2021

Payment Due **March 1, 2021:**

Kshs. 6,000

PEARSON CERTIFICATE

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 Certificate Cost:
£100

Graduation Payment Due:
March 1, 2021

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 covers all students who are completing class-based coursework on ADMI's campus and also those on internship within the workplace where they have registered with ADMI's placement office. The school based accident emergency insurance applies to the internship period and to our industry partner 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.

MODES OF PAYMENT

ACCOUNT NAME	**Africa Digital Media Institute**
BANK	NCBA Bank
BRANCH	Harambee Avenue
ACCOUNT NUMBER	1001137607
BANK CODE	07000
BRANCH CODE	110
SWIFT CODE	CBAFKENX

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.