# FEE STRUCTURE INTERNATIONAL STUDENTS

**JANUARY 2021 SEMESTER 4**

admi africa digital media institute

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- 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,equipment and Industry exposure
- To make ADMI accessible to students from all backgrounds, we offer flexible payment plans to students
- The school-based accident emergency insurance cover is Compulsory for all students, even if the student is covered by another insurance provider

## DIPLOMA PROGRAMMES CONSIST OF

### 4 TERMS + INTERNSHIP

- Film & TV Production
- Graphic Design
- Music Production
- Sound Engineering
- Digital Media

### 5 TERMS + INTERNSHIP

- Animation & Motion Graphics

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

## FEE PER TERM

**Diploma students have 3 payment options to choose from:**

| PAYMENT OPTIONS | OPTION 1 EARLY REGISTRATION | OPTION 2 FULL FEE PAYMENT | OPTION 3 INSTALLMENT PAYMENT | | |
|---|---|---|---|---|---|
| | Pay 100% of tuition & receive a 5% DISCOUNT | Pay 100% of tuition | Pay in 3 installments on or before the following dates: 1st PAYMENT | 2nd PAYMENT | 3rd PAYMENT |
| DUE DATE | Due Jan 1, 2021 | Due Jan 8, 2021 | Due Jan 8, 2021 | Due Feb 5, 2021 | Due Mar 5, 2021 |
| AMOUNT | Kshs. 157,035 | Kshs. 165,300 | Kshs. 82,650 | Kshs. 49,590 | Kshs. 33,060 |
| TOTAL | Kshs. 157,035 | Kshs. 165,300 | Kshs. 165,300 | | |

- Early registration discount only applies to payments received in full by Jan 1, 2021 together with the emergency insurance cover payment where applicable
- We encourage students to pay their fees before the stated deadline to avoid disruption of classes

DISCOUNT

**Fee Reflective of the Covid- 19 Discount**

### DIPLOMA TUITION COSTS INCLUDE:

**Industry Exposure, Projects & Practicals:** Students build their industry knowledge and professional networks by attending conferences, workshops, festivals, and mentorship talks.

### DIPLOMA TUITION COST EXCLUDE:

### INTERNSHIP PROGRAMME ENROLLMENT & FEES:

Certificate and Diploma students who have successfully completed all their required coursework are eligible for the ADMI Internship Programme upon clearance with Academics and Finance

**Application Due:** 4th December 2020
**Programme Cost:** Kshs. 35,000
**Payment Due:** 8th January 2021
**Placement Closed:** 29th January 2021

**Compulsory School-Based Accident Emergency Insurance (Term-Long)**

Payment Due **Jan 8, 2021:**

**Kshs. 2,500**

**PEARSON CERTIFICATE:**
**OCTOBER 2021**
**Payable on Completion**
Amount: **£ 100**
Payment Due:**June 30, 2021**

## 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. Accepted students are encouraged to register as early as possible to secure a place in their desired programmes.

**Refunds:** All payments are non-refundable ADMI will only refund students if a programme is canceled, and students and sponsors will be notified of any cancellations by December 31, 2020. 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 2 or more classes will be required to retake the unit. Therefore, ADMI strongly encourages students to make the payments on time.

The last day for late registration is January 25, 2021. Students will not be admitted after January 25, 2021.

**Outstanding Balances:** If a student has an outstanding fee balance after March 5, 2021, he/she will not be allowed to sit for examinations or participate in projects. He/She cannot enroll in another term until the outstanding balance has been paid.

**Deferring a Term:** A students can defer to the next term if they are not 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 Registrar in writing by December 31, 2020 and pay an additional Kshs. 25,000 per unit.

**Resit Policy & Payments:** If a student scores between 50% - 59%, they will be admitted to the next semester on condition that the student resits any units (where scores fall between 50 - 59%) before progressing to another semester. The cost incurred for a 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 sit for a supplimentary/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 Registrar, as well as Finance department before making payment for the supplementary/resit. The Registrar, will be responsible for scheduling all resits/supplimentaries for transitioning students.

**Retake Policy and Payments:** As a premier institution, ADMI upholds high academic standards. If a student scores 49% and below, s/he will not be 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 .

**Remark and Payments:** Students who wish to have their examination papers remarked can do so by making a formal application to the Registrar. The cost incurred for the remark is Ksh. 5,000 per paper.

**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 or disappear during finals week without communication to the Registrar and Finance team, the administration reserves the right to dismiss the student from continuing their studies at ADMI.

**Disclaimer: ADMI reserves the right to modify entries on this fee structure. 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, students will be issued with a Pearson certificate. The certificate fee is £ 100 and is due on June 30, 2021.**

## SCHOOL-BASED ACCIDENT EMERGENCY INSURANCE

**Overview:** Insurance is provided by AAR Insurance, and covers immediate accidents or emergencies that occur 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 and half year limit of Kshs. 50,000. This insurance is only for school-based accidents and emergencies. Parents/Sponsors are required to arrive at the school or hospital immediately to pick up the student.

**New Students:** Diploma and Certificate students whose course period is more than 4 months, enrolling at ADMI during the January 2021 intake are required to pay Kshs. 2,500 for the annual accident and emergency insurance cover. Diploma students are required to pay an additional Kshs. 2,500 in their second year, while the certificate students are required to pay an additional Kshs. 1,500. This fee covers the student during internship.

**New Certificate Students:** Certificate students who enroll for short term certificate programmes at ADMI during the January 2021 intake are required to pay Kshs. 1,500 for the 6-months school-based accident and emergency insurance cover.

**Payment Deadlines for All Students:** Payment for the cover must be made on or before January 8, 2021. Students won't be allowed to attend classes until the compulsory insurance cover fee has been paid.

## MODES OF PAYMENT

| | |
|---|---|
| ACCOUNT NAME | **Africa Digital Media Institute** |
| BANK | NCBA Bank |
| BRANCH | Harambee Avenue |
| ACCOUNT NUMBER | 2665570197 |
| BANK CODE | 07000 |
| BRANCH CODE | 110 |
| SWIFT CODE | CBAFKENX |
| ACCOUNT NAME | **Africa Digital Media Institute** |
| BANK | Kingdom Bank (Formerly JBB) |
| BRANCH | Kiongozi Branch |
| ACCOUNT NUMBER | 1001801622002 |
| BANK CODE | 51 |
| BRANCH CODE | 100 |
| SWIFT CODE | 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.**