

- The fees listed below apply to all international students, excluding East African citizens from the following countries: Kenya, Tanzania, Uganda, Rwanda, Burundi, DR Congo 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, facilities, equipment, practical lessons, demonstrations, projects, 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

## CERTIFICATE PROGRAMMES CONSIST OF

### FOUNDATIONAL 1 TERM

- Multimedia
- Photography
- Music & Sound

### PROFESSIONAL 1 TERM

- Digital Marketing Level 1, 2 or 3
- Graphic Design Level 1, 2 or 3
- Video Production

## FEE PER TERM

Certificate students have 3 payment options to choose from:

PAYMENT OPTIONS	OPTION 1	OPTION 2	OPTION 3	
	EARLY REGISTRATION PAYMENT PER SEMESTER	FULL FEE PAYMENT PER SEMESTER	INSTALLMENT PAYMENT PER SEMESTER	
Pay 100% of tuition & receive a 5% DISCOUNT	Pay 100% of tuition	Pay in 2 installments on or before the following dates:		
		1 <sup>st</sup> PAYMENT	2 <sup>nd</sup> PAYMENT	
DUE DATE	Due Dec 30, 2022	Due Jan 06, 2023	Due Jan 06, 2023	Due Feb 03, 2023

### VIDEO PRODUCTION | MULTIMEDIA | PHOTOGRAPHY | MUSIC & SOUND

AMOUNT	Kshs. 111,150	Kshs. 117,000	Kshs. 58,500	Kshs. 58,500
<b>TOTAL</b>	<b>Kshs. 111,150</b>	<b>Kshs. 117,000</b>	<b>Kshs. 117,000</b>	

### DIGITAL MARKETING LEVEL 1,2 OR 3 | GRAPHIC DESIGN LEVEL 1,2 OR 3

AMOUNT	Kshs. 57,000	Kshs. 60,000	Kshs. 30,000	Kshs. 30,000
<b>TOTAL</b>	<b>Kshs. 57,000</b>	<b>Kshs. 60,000</b>	<b>Kshs. 60,000</b>	

- Early registration discount only applies to payments received in full by December 30, 2022 together with the accident & emergency insurance cover payment where applicable
- We encourage our students to pay their fee before the stated deadline to avoid disruption of classes
- The fee above is applicable for one semester only



Compulsory School Based Accident Emergency Insurance (Annual)

Payment Due  
**Jan 06, 2023:**  
**Kshs. 2,000**



**INTERNSHIP PROGRAMME :**  
**2 Months Long Placement with Industry Partners**  
**Kshs. 35,000**



**ADMI GRADUATION :**  
**OCTOBER 2023**  
Payable on Completion  
**Amount: Kshs. 6,000**  
**Payment Due: June 30, 2023**



**PEARSON CERTIFICATE:**  
**OCTOBER 2023**  
Payable on Completion  
Amount: **£ 102**  
Payment Due : **June 30, 2023**



**CERTIFICATION FOR PROFESSIONAL COURSES:**  
Amount: **Kshs. 2,500**

## 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 January 21, 2023. 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 20, 2023. Students will not be admitted after January 20, 2023.

**Outstanding Balances:** If a student has an outstanding fee balance after March 03, 2022, 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 student 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 January 21, 2023 and pay an additional Ksh. 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 supplementary/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/supplementaries 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 £102 and is due on June 30, 2023.

## 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 a 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 Certificate Students:** Certificate students who enroll for short term certificate programmes at ADMI during the September 2022 intake are required to pay Kshs. 2,000 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 06, 2023. Students won't be allowed to attend classes until the compulsory insurance cover fee has been paid.

### MODES OF PAYMENT



ACCOUNT NAME	<b>Africa Digital Media Institute</b>
BANK	NCBA Bank
BRANCH	Harambee Avenue
ACCOUNT NUMBER	2665570197
BANK CODE	07000
BRANCH CODE	110
SWIFT CODE	CBAFKENX
ACCOUNT NAME	<b>Africa Digital Media Institute</b>
BANK	Kingdom Bank
BRANCH	Koinange 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	<b>M-Visa ID 466138909</b>
Mpesa Paybill Number: <b>836036</b>	Account Number: <b>Admission Number</b>
<b>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.</b>	