FEE STRUCTURE EAST AFRICA STUDENTS

JULY 2023
SEMESTER 1

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, DR Congo 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, 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

RUBIKA CERTIFICATE PROGRAMMES CONSIST OF

FEE PER TERM
2D ANIMATION

2 TERMS - 4 1/2 MONTHS EACH + INTERNSHIP (LEVEL 1)

2D ANIMATION

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 PAYMENT PER SEMESTER	OPTION 2 FULL FEE PAYMENT PER SEMESTER	OPTION 3 INSTALLMENT PAYMENT PER SEMESTER (Pay in 3 installments on or before the following dates:)		
	Pay 100% of tuition & receive a 5% DISCOUNT	Pay 100% of tuition	1st PAYMENT	2nd PAYMENT	3rd PAYMENT
DUE DATE	Due June 02 ,2023	Due July 07, 2023	Due July 07, 2023	Due Aug 04, 2023	Due Sept 08 , 2023
AMOUNT	Kshs. 142,500	Kshs. 150,000	Kshs. 75,000	Kshs. 45,000	Kshs. 30,000
TOTAL	Kshs. 142,500	Kshs.150,000	Kshs. 150,000		

- Early registration discount only applies to payments received in full by June 02 , 2023 together with the accident & emergency insurance cover payment where applicable
- We encourage students to pay their fees before the stated deadline to avoid disruption of classes
- The fee above is applicable for one semester only

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 EXCLUDES:

Compulsory School Based Accident Emergency Insurance (Annual)

Payment Due

July 07, 2023:
Kshs. 3,000

INTERNSHIP PROGRAMME:

3 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**

PAYMENT & REFUND POLICIES

Payment Required to Register: Once you are accepted at ADMI, your place will only be confirmed after you present the equation certificate from KNQA, 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 July 24, 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 July 24 , 2023 . Students will not be admitted after July 24, 2023 .

Outstanding Balances: If a student has an outstanding fee balance after September 08, 2023 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 July 24, 2023 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 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.

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.100,000. 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 students enrolling at ADMI during the July 2023 intake are required to pay Kshs.3,000 for the annual accident and emergency insurance cover.

Payment Deadlines for All Students: Payment for the cover must be made on or before July 07, 2023. 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
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	**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.