# FEE STRUCTURESEPTEMBER 2023INTERNATIONAL STUDENTSSEMESTER 4



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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, 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

# **DIPLOMA PROGRAMMES** CONSIST OF

# **5 TERMS + INTERNSHIP**

Film & TV Production





Sound Engineering



Graphic Design

**Music Production** 



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



**Animation & Motion Graphics** 

# 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		AYMENT PER SEMESTER nents on or before the following dates:	
	Pay 100% of tuition & receive a 5% <b>DISCOUNT</b>	Pay 100% of tuition	1 <sup>st</sup> PAYMENT	2 <sup>nd</sup> PAYMENT	3 <sup>rd</sup> PAYMENT
DUE DATE	Due Aug 25th, 2023	Due Sept 01, 2023	Due Sept 01, 2023	Due Oct 06, 2023	Due Nov 03, 2023
AMOUNT	Kshs. 165,300	Kshs. 174,000	Kshs. 87,000	Kshs. 52,200	Kshs. 34,800
TOTAL	Kshs. 165,300	Kshs. 174,000		Kshs. 174,000	

• Early registration discount only applies to payments received in full by August 25th, 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

Sept 01, 2023: Kshs. 3,000



3 Months Long Placement with Industry Partners Kshs. 35,000





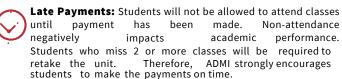
PEARSON CERTIFICATE:

OCTOBER 2024 Payable on Completion Amount: £ 102 Payment Due: June 30, 2024

#### 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 September 22, 2023. ADMI reserves the right to cancel a program for operational reasons.



The last day for late registration is September 25, 2023 . Students will not be admitted after September 25, 2023.

Outstanding Balances: If a student has an outstanding fee balance after November 03, 2023 he/she will not be allowed to sit for examinations or participate He/She cannot enroll in another in projects. 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 September 22, 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.

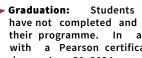
Remark and Payments: Students who wish to have their examination papers remarked can do so by making a formal application to the Registrar. The cost incurred for the remark is Ksh. 5,000 per paper.

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.



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, 2024.

#### 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. This insurance is only for school-based accidents and are required to arrive emergencies. Parents/Sponsors at the school or hospital immediately to pick up the student.

New Students: Diploma students enrolling at ADMI during the September 2023 intake are required to pay Kshs. 3,000 for the annual accident and insurance emergency cover. Diploma students are required to pay an additional Kshs. 3,000 in their second year, while the certificate students are required to pay an additional Kshs. 2,000. This fee covers the student during internship.

Payment Deadlines for All Students: Payment for the cover must be made on or before September 01, 2023. Students won't be classes until the compulsory insurance cover allowed to attend 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 BANK	Africa Digital Media Institute 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:	Account Number:
<b>836036</b>	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.