

MAY 2017: SEMESTER 2 - INTERNATIONAL STUDENTS

- The fees listed below apply to all international students, excluding East African citizens from the following countries: Kenya, Tanzania, Uganda, Rwanda, Burundi, 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 and demonstrations, facilities and equipment.
- International students are required to pay the full term fee by **May 5, 2017**. The 5% discount offered to Kenyan and other East African for paying 100% up front does not apply for international students.
- It is the student's responsibility to obtain and purchase the correct international student visa. Further information and advice can be found in our Applying for an International Student Visa Guide, available at www.admi.ac.ke.
- ADMI is legally required to inform the Directorate of Immigration and Registration of Persons Office when a student discontinues his/her studies at ADMI, regardless of the reason. As a result, if a student is dropped from their programme due to poor academic performance, poor attendance or indiscipline, ADMI will immediately inform the Immigration Office.

DIPLOMA PROGRAMMES FOUR TERMS

FILM & TV PRODUCTION
MUSIC PRODUCTION
SOUND ENGINEERING
GRAPHIC DESIGN
ANIMATION & MOTION GRAPHICS
MASS COMMUNICATION

SCHOOL FEES

TOTAL FEE (PER TERM) | PAYMENT DUE MAY 5, 2017

139,200
139,200
139,200
91,200
91,200
91,200

ADDITIONAL FEES

ADDITIONAL FEES	COST
GRADUATION FEE (DIPLOMA AND CERTIFICATE STUDENTS)	5,000
PEARSON CERTIFICATION FEE (DIPLOMA STUDENTS ONLY)	GBP 100 (£)

MEDICAL INSURANCE

Overview: This school-based emergency medical insurance is mandatory for all students, even if they are covered by another insurance provider. Insurance is provided by AAR Insurance, and covers immediate medical attention on campus, including the following: Ground and air ambulance, on-site treatment and stabilisation, transfer to hospital, and outpatient care with an annual limit of Ksh. 100,000. This insurance is only for school-based emergencies.

Continuing Students: Our insurance policy was introduced in January 2017 and covers all diploma and certificate students enrolled in January 2017 for 1 year. Continuing students have already paid medical insurance and therefore do not need to make any additional payments. Students completing their 4th term in January 2018 will be required to pay Kshs. 1,400 for 6-month coverage, which is the minimum available.

PAYMENT & REFUND POLICIES

Payment Required to Enroll: Once you are accepted at ADMI, your place will only be confirmed after you pay 50% of the term fees. Payment must be made before May 5, 2017 after which payments will not be accepted and students will not be allowed to enroll.

Refunds: All payments are non-refundable and non-transferable to other programmes. ADMI will only refund students if it cancels a programme, and students and parents will be notified of any cancellations by April 25, 2017. ADMI reserves the right to cancel a programme for operational reasons.

Late Payments: Students will be excluded from classes until payment has been made. Non-attendance negatively impacts academic performance. Students who miss 3 or more classes will be required to retake the unit. Therefore ADMI strongly encourages students and their families to make the payments on time.

Deferring a Term: ADMI encourages students to defer to the next term if they and their families are not confident they are able to pay the required fees by the above deadlines.

Outstanding Balances: If a student completes a term with an outstanding fee balance, he/she cannot enroll in another term until that outstanding balance has been paid.

Resit & Retake Policy and Payments: As a premier institution, ADMI upholds high academic standards. If a student fails a unit, he/she must seek permission to resit for an exam or retake a unit. The administration reserves the right to approve or decline a request on a case by case basis. If approval is granted, the student must pay Kshs. 5,000 for resitting an exam and Ksh. 20,000 for retaking a unit. It should be noted that if a student fails more than 1 unit, the administration reserves the right to dismiss the student from continuing his/her studies at ADMI.

Fee Increase: Please be aware that school fees are liable to increase by 10% every January to account for inflation and other considerations.

BANK DETAILS

ACCOUNT NAME BANK BRANCH ACCOUNT NUMBER BANK BRANCH CODE SWIFT CODE	Africa Digital Media Institute NIC Bank Harambee Avenue 1001137607 110 NINCKENA
ACCOUNT NAME BANK BRANCH ACCOUNT NUMBER BANK BRANCH CODE SWIFT CODE	Africa Digital Media Institute Jamii Bora Bank Kiongozi Branch, Koinange Street 1001801622002 01 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.

Mpesa Paybill Number: **836036** | Account Number: **Admission Number**

Upon making any payment, please ensure you collect a receipt from ADMI.