

MAY 2017: SEMESTER 3 - KENYAN & OTHER EAST AFRICAN STUDENTS

- The fees listed below apply to Kenyans and citizens from the following African countries: Tanzania Uganda, Rwanda, Burundi, South Sudan. Find fee information for international students from countries outside of East Africa here: <http://africadigitalmedia.org/fees/>.
- All fees are given in Kenyan Shillings (Kshs.), unless otherwise stated, and include the cost of tuition, practical lessons and demonstrations, facilities and equipment.
- To make ADMI accessible to students from all backgrounds, we offer flexible payment plans to students and their families. However, this option is only available for Diploma students. Students have the option of paying in three installments, which are detailed below, or paying 100% by **May 5, 2017**. Those paying 100% up front will receive a discount of **5% - the Early Bird Discount**.

DIPLOMA PROGRAMMES FOUR TERMS	SCHOOL FEES				
	1 ST PAYMENT - 50% DUE MAY 5, 2017	2 ND PAYMENT - 30% DUE JULY 7, 2017	3 RD PAYMENT - 20% DUE AUGUST 4, 2017	TOTAL FEE PER TERM	EARLY BIRD FEE 5% DISCOUNTED FOR FULL PAYMENT UPFRONT
FILM & TV PRODUCTION	53,000	31,800	21,200	106,000	100,700
MUSIC PRODUCTION	34,750	20,850	13,900	69,500	66,000
SOUND ENGINEERING	34,750	20,850	13,900	69,500	66,000
GRAPHIC DESIGN	34,750	20,850	13,900	69,500	66,000
ANIMATION & MOTION GRAPHICS	34,750	20,850	13,900	69,500	66,000
MASS COMMUNICATION	34,750	20,850	13,900	69,500	66,000

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

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.

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.

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.