

- The fees listed below apply to citizens from the following African countries: Kenya, Tanzania, Uganda, Rwanda, Burundi, and South Sudan. The fee information for international students from countries outside of East Africa can be found here: <https://admi.ac.ke/fees/>.
- All fees are given in Kenyan Shillings (Kshs.), unless otherwise stated, and include the cost of tuition, practical lessons, demonstrations, facilities and equipment.
- To make ADMI accessible to students from all backgrounds, we offer flexible payment plans to students and their families.
- The school-based accident emergency medical insurance is mandatory for all students, even if the student is covered by another insurance provider.

DIPLOMA PROGRAMMES CONSISTING OF

5 TERMS



Animation & Motion Graphics



Thereafter, students are placed in a required term-long internship.

Diploma students & their families have 3 payment options to choose from:

TOTAL TERM FEES

KSHS. 126,000

1. EARLY REGISTRATION	Pay 100% of tuition and receive a 5% Discount:	Payment Due January 7, 2019	Kshs. 119,700
2. REGISTRATION	Pay 100% of tuition:	Payment Due January 11, 2019	Kshs. 126,000
3. INSTALLMENTS	Pay in 3 installments by the following dates:	Payment 1 Due January 11, 2019	Kshs. 63,000
		Payment 2 Due March 8, 2019	Kshs. 38,800
		Payment 3 Due April 5, 2019	Kshs. 25,700

- Early Registration Discount only applies to payments received after January 7, 2019.
- Late Registration Fee of Kshs.2,000 applies to payments received after January 11, 2019.
- Students paying in installments are required to pay an additional Kshs.1,500. This is divided into two payments with Kshs.1,000 added onto Payment 2 and Kshs.500 added onto Payment 3.
- Late installment fee of Kshs.1,000 applies to payments received after March 8 and April 5, 2019.

TUITION COSTS EXCLUDE:



Honours Project: Students who have excelled academically have the option of working with their favourite faculty supervisor to complete a term-long Honours Project. Animation & Motion Graphics Diploma can complete their Honours Projects over the course of their fourth and fifth terms.

Application Due: January 7, 2019

Cost: Kshs. 25,000

Payment Due: January 7, 2019



ADMI GRADUATION:
JUNE 2019

Amount: **Kshs. 6,000**

Payment Due: **March 1, 2019**



PEARSON CERTIFICATION:
JUNE 2019

Amount: **£ 100**

Payment Due: **March 1, 2019**

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 and the required medical insurance. All programmes are capped at 24 students. Accepted students are encouraged to enroll as early as possible to secure a place in their desired programmes.

Late Fee Payments: A late payment fee of Kshs. 2,000 applies to all payments received after January 11, 2019. This also applies to payments that haven't met the 50% threshold. The last day for late registration is January 21, 2019. Students will not be admitted after January 21, 2019. Additional late fee payments for installments received after their due date apply.

Refunds: All payments are non-refundable and non-transferable to other programmes. ADMI will only refund students if a programme is cancelled, and students and sponsors will be notified of any cancellations by January 7, 2019. 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 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.

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.

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. In order to be readmitted, you'll need to pay the fees applicable to the new 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 administration in writing by January 7, 2019, and pay an additional Kshs. 20,000 per additional unit by January 11, 2019.

Enrolling in Private Tutoring: If a student is struggling in a unit and requires additional one-on-one support, he/she can enroll in private tutoring. The student is required to inform the administration in writing and receive written approval from the administration. The price for tutoring is an additional Kshs. 1,500 per hour and payment for private tutoring is required upfront.

Resit Policy & Payments: If a student scores between 49% - 59%, they will be admitted to the next semester on the condition that the student resits for any units (where scores fall between 49 - 59%) during the finals week in the following semester in order to progress to another semester. The cost incurred for resit is Ksh. 5,000 per unit.

Retake Policy and Payments: As a premier institution, ADMI upholds high academic standards. If a student scores less than 49%, s/he will be not 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.

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 classes and/or disappears during midterm or finals week without communication to the Academics and Finance team, the administration reserves the right to dismiss the student from continuing his/her studies at ADMI.

Fee Increase: Please be aware that schools 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, it is mandatory for all Certificate and Diploma students to receive the **Pearson Certification**. ADMI will not offer any other certificate upon graduation. The certification fee is **£ 100**. The fee is due on **March 1, 2019**.

SCHOOL-BASED ACCIDENT EMERGENCY INSURANCE

Overview: The school-based emergency insurance is mandatory for all students, even if the student is covered by another insurance provider. Insurance is provided by AAR Insurance, and covers immediate medical attention on campus. The cover includes the following: ground and air ambulance, on-site treatment and stabilization, transfer to hospital, and outpatient care with an annual limit of Kshs. 100,000. This insurance is only for school-based emergencies. Sponsors are required to respond and arrive to the school or hospital immediately to collect the student.

Continuing Students: Diploma students who enrol at ADMI are required to pay KES Kshs. 2,500 in their second year. This fee covers the student during their internship. The total amount for school-based emergency insurance is Kshs. 5,000 for any diploma programme.

MODES OF PAYMENT

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