

Payment Information: “Tell Me A Story” Documentary Film Summer School Cuba

The full cost of the four-week course (including course fees, access to film facilities, accommodation, breakfast, lunch and dinner) is £100 pounds sterling deposit (Payment 1) **plus** 2,400 euros (Payments 3 & 4). Flights, visas and insurance are not included in the course fee, but will require proof of purchase by a certain date and are therefore outlined in this document.

Further information about what *is* and *is not* included in the course fee can be found here: http://www.firesoulmedia.com/documentary-course_dates-fees/

There are several payment transactions to be made once accepted on to the course:

→ Payment 1 - Deposit

The deposit of £100 must be paid by bank transfer (account details below) to Firesoul Media Limited by **10th February**. (For those who are accepted via the waiting list after this date, please make payment **within 7 days** of your email of acceptance). This will secure your place on the course until 22nd March.

Please note that this is a separate payment and does not contribute towards the monies due to the EICTV. Please also note that this is a one-off, non-refundable payment.

If you are paying from a non-sterling account, please make sure you talk to your bank to ensure that on the day of payment £100 exactly will reach the account. Remember to include a payment reference for easy identification.

Once you have made payment please send an email of confirmation with name, date, bank and proof of payment (e.g online receipt or screen shot) to Rebecca@firesoulmedia.com

Payment Reference: EICTV + *Your Name* ***

Account name: FIRESOUL MEDIA LIMITED

Bank: LLOYDS BANK

Account no: 45194060

Sort Code: 30-98-97

IBAN : GB30LOYD30989745194060

BIC: LOYDGB21031

Bank Address: 25 Gresham Street, London EC2V 7HN, United Kingdom

*** It is extremely important that you include this Payment Reference in order to identify your payment.

→ Payment 2 - Flights

You must book and **pay for your flights** with a company of your choice by **22nd March**. This will confirm your place on the course until 1st May and will allow the school to begin to make the necessary arrangements for your arrival. Failure to send these details by the deadline will result in your application being withdrawn, so please get in touch if you have any trouble in doing so.

Once booked, send an email to rebecca@firesoulmedia.com with your proof of purchase attached. The email should be set out as follows:

Subject: Name + Proof of flight purchase

Arrival: aa/aa/aaaa 00:00hrs

Airline and flight number: xxxxxx

Departure: aa/aa/aaaa 00:00hrs (If you are staying on in Cuba after the school finishes, please just tell us the date you will leave the film school)

Email Attachment: Proof of purchase

→ Payment 3 – Course Fee

The full course fee of €2400 euros has now been divided in to two separate payments. The sum of **€1680 euros** must be paid directly to the EICTV.

There are two options for this payment:

- **Cash**

You can bring it with you to the EICTV and pay on the first day of the course (26th June 2017) in cash, in euro currency. This means you will need to travel from your home country to the school with this money already converted to euro (plus cash for payment 4). It will be unlikely that you will be able to take this amount of cash out of a bank and convert it in Cuba.

If you intend on paying the school in cash, you must let Rebecca know by **1st May** at the latest, but preferably before hand.

--OR--

- **Bank Transfer**

The second option for those who do not wish to pay in cash is to make a bank transfer to the EICTV (account details below) by **1st May**, but preferably before hand.

If you are paying from a non-euro account, please make sure you talk to your bank to ensure that on the day of payment **€1680 euros** exactly will reach the account (certainly no less). Remember to include a payment reference for easy identification.

Once you have made payment please send an email of confirmation with name, date, bank and **proof of payment (e.g online receipt or screen shot)** to **Aymara Mainet** at talleres@eictv.co.cu and copy in Rebecca at Rebecca@firesoulmedia.com

Aymara will then send you a receipt of payment.

Payment Reference: *Your Initals + Full Surname + 17Colina ****

Account name: ESCUELA INTERNACIONAL DE CINE Y TV. EICTV

Bank: BANCO BILBAO VIZCAYA-ARGENTARIA (BBVA)

Account no: 0182 2370 49 0091515995

IBAN: ES68 0182 2370 490091515995

SWIFT: BBVAESMM

Address: Oficina 2370, Paseo de Recoletos 10, Ala Sur-Pl-1, Madrid, España

NIT: 11000 225644

***** It is extremely important that you include this Payment Reference in order to identify your payment.**

→ Payment 4 – Havana Accommodation & Meals

The remaining part of the course fee - **€720 euros** - will need to be paid **in euros cash** to the hostel that has been reserved for you on **Friday 30th June**.

Notes on cash:

- Whilst it is your choice, given the difficulties with the Cuban banking system, it is advisable to bring this cash (already converted to euros) with you from your home country to avoid any problems in taking it out or converting it once in Cuba.
- It should be noted only **non US** linked Visa Debit/Credit cards work in ATMs and will have a cap on withdrawals depending on your bank agreement. Both Visa and MasterCard work inside banks. For more info : <https://www.gov.uk/foreign-travel-advice/cuba/money>

Notes on safety:

- Whilst Cuba boasts very low crime rates, please exert usual precautions when carrying larger sums of cash /important documents - invest in an under clothes travel pouch to keep the majority of money in and have some in your pocket for paying for things as you go about.

Note on receipts:

- You will receive a receipt for payment 3 from the school and a separate receipt for payment 4 from the accommodation. On completion of the course you will receive a receipt for the full course fee of €2400 euros.

→ **Payment 5 - Insurance**

Book your travel / medical / personal items insurance with a company of your choice – just make sure they cover Cuba! It is advisable to book this well in advance along with your flights. It is a pre-requisite for joining the course and for entering through Cuban customs that you hold adequate medical insurance. Once booked (ideally before 1st May) please send a copy of your insurance to rebecca@firesoulmedia.com (you do not need to include personal items insurance if you are booking this separately).

→ **Payment 6 - Visa**

You will need to purchase your visa for entry to Cuba via the Cuban consulate in your country. We do not need proof of this, but please make sure you apply in good time to avoid disappointment.