

# HOW TO MAKE PAYMENTS TO THE INTERNATIONAL CERAMICS STUDIO

## DEPOSIT

A deposit of 200,000 HUF. is required upon acceptance to confirm your place for a course or artist residency.

The deposit must be paid within 14 days of the acceptance by bank transfer. The balance may either be paid by transfer in advance of your arrival or in cash on arrival at the studio.

For Artists in Residence - payments for materials and firing costs are calculated at the end of your residency.

When you are here it is also better to withdraw cash from ATM machines instead of changing cash for cash. The exchange rates are better even taking the commission into account.

## RECEIPT

A receipt will be made after we receive the payment. The address used will be the address you registered online with. If you require a different Billing Address on the receipt (business address etc.), please email us with the details.

## CONTACT US

Steve Mattison  
International Co-ordinator

email: [icshu@me.com](mailto:icshu@me.com)

[www.icshu.org](http://www.icshu.org)

Kecskeméti Kortárs Művészeti  
Műhelyek,  
**International Ceramics Studio**  
Kápolna u.11,  
Kecskemét 6000,  
Hungary

We can only accept payment by bank (wire) transfer in advance of your arrival or in cash (Hungarian Forints) on your arrival. Whichever is the best for you.

If your bank cannot transfer in HUF then please transfer the amount in Euro and our bank will convert.

Depending on the transfer fee your bank will charge it may be better for you to transfer the total accommodation money at the same time as the deposit. Please notify me if you decide to do this.

By experience you will always get a better exchange rate if your transfer money directly between banks. We have recently been using an online service - **[www.wise.com](http://www.wise.com)**. This is a very efficient, secure and cheaper way to transfer money.

This information is for making payments to the International Ceramics Studio by direct bank transfer. We will email you confirmation that is is here and exactly how much the transfer was. (This will depend on the daily banking rate between Hungary and your home country). Please note that bank transfers can take up to 7 working days to arrive.

These are all the details you bank will require to complete the transaction. If you need more information please contact Steve on [icshu@me.com](mailto:icshu@me.com).

Name of Beneficiary:

**Kecskeméti Kortárs Művészeti Műhelyek Nonprofit Kft.**

Address of the account holder:

**6000 Kecskemét, Kápolna u.11, HUNGARY**

Name of the Bank:

**OTP Bank Nyrt.**

Address of the Bank:

**6000 Kecskemét, Koruna u. 2.**

Bank Account Number:

**1173200220371894**

IBAN Number:

**HU76117320022037189400000000**

SWIFT Code:

**OTPVHUHB**

