

A UK-based independent worldwide fellowship for comprehensive studies on China in the social sciences and humanities  
总部在英国的鼓励在社科和人文领域对中国进行以语言为基础的综合研究的独立的全球性院士制机构  
t: +44 20 8906 8798; info@globalchinaacademy.org; www. globalchinaacademy.org

## How Direct Debit Works (for UK-based Fellows)

### 1. What is Direct Debit?

Direct Debit is a secure and convenient way to make your annual Fellowship contribution automatically from your UK bank account.

It is processed through GoCardless, a regulated payment provider in the United Kingdom.

### 2. How to set up Direct Debit

Setting up Direct Debit takes only a few steps:

- Click the Direct Debit link or scan the QR code provided on the GCA website
- Enter your name, email address, and bank details
- Confirm the mandate online

Once completed, you will receive a confirmation email from GoCardless.

### 3. What happens after you set it up

After you set up Direct Debit:

- Your bank authorises the Global China Academy to collect payments
- A payment request will be scheduled according to the Fellowship arrangement
- You will be notified in advance before any payment is collected

### 4. When payments are taken

- For 2026 (transition year): a one-off payment may be collected
- From 2027 onwards: annual contributions will normally be collected in January each year

This timing helps ensure that payments fall within the relevant UK tax year.

### 5. Payment timeline

Direct Debit payments are not instant. The typical process is:

- Payment is scheduled
- Funds are collected from your bank (usually within 3–5 working days)
- Funds are then transferred to the Academy

You may see the payment status as “pending” during this process.

### 6. Your rights and guarantees

Direct Debit in the UK is protected by the Direct Debit Guarantee:

- You will be notified in advance of any payment
- You can cancel the mandate at any time through your bank
- You are entitled to an immediate refund from your bank in case of error

### 7. Receipts and records

- Payments made via Direct Debit are recorded automatically
- A receipt can be issued by the Academy upon request

- These payments may be eligible for tax relief (see: How to Claim Tax Relief)

## **8. Changing or cancelling your Direct Debit**

You can:

- Cancel your Direct Debit mandate at any time through your bank
- Contact the Academy if you need to update your payment arrangement

## **9. Why we recommend Direct Debit**

Direct Debit offers:

- Convenience (no need to remember deadlines)
- Continuity (automatic annual renewal)
- Reduced administrative costs for the Academy
- A discounted rate for Fellows who choose Direct Debit