How to Cancel or Reschedule Your Tutoring Appointment
Step One

- Find your confirmation email. It will be titled “Confirmed” and have the name of your chosen tutoring type. See example.
Step Two

• In your confirmation email, click on the link at the bottom that says, “Change your appointment”.
Step Three

- After you click the link, a new webpage will open with options to reschedule or cancel your tutoring appointment.
Step Four

• A confirmation box will appear. To continue with cancelling your appointment select “cancel booking”.
Step Five

• Once you have cancelled your appointment you will receive an email confirming that your appointment has been cancelled.