How to Cancel a Language Link Session:

1. **You must e-mail your leader **24 hours** prior to the start of your scheduled Language Link group.**
   
   o For example, if you are signed up for a group that is scheduled to occur from 7-8pm on Tuesdays, you must e-mail your leader, before 7pm Monday night.
   
   o Please be respectful of this valuable resource and do not hold a spot that you don't intend to use.
   
   o You leader's email can be found in the confirmation email sent from TutorTrac.

2. In order to have your session cancelled, you **must** include the following in your e-mail:

   1. Your name
   2. The day and time of your scheduled Language Link session

3. Please remember that you must cancel your Language Link session **24 hours** prior to the start of your scheduled group in order to not be recorded as Missed.

   o If you do not cancel your session by this deadline, you will be recorded as Missed.
   
   o It is the policy of the ERC that if you accumulate 2 Missed appointments, you will be unable to attend any future appointments until you have come in and spoken with ERC professional staff.

4. Once your session has been cancelled by staff, you will receive an email confirmation.