

SFTUTORS CANCELLATION/RESCHEDULING POLICY

Our time is specifically reserved for your appointment. Therefore, we need to know as soon as possible if you will be unable to keep your appointment.

Please notify us as soon as possible and at minimum, **48 hours** before your appointment. You may cancel your appointment by calling (415) 464-7723 or via email info@sftutors.com.

- If you cancel or reschedule with more than 48 hours notice, there's no charge.
- For cancellations/reschedules made with less than 24 hours notice and no-shows, the full session fee will apply.
- For cancellations/reschedules made between 24 and 48 hours, half of the session fee will apply.
- If you are unable to keep an appointment due to illness or family emergency, we can re-schedule and you will not be charged.

If you have any questions at all about this policy, please do not hesitate to ask. We appreciate your business and your understanding of the need for this policy.

Sincerely,

SF Tutors
(415) 464-7723
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info@SFTutors.com