

## How to Cancel An Appointment:

### Cancellation Policy

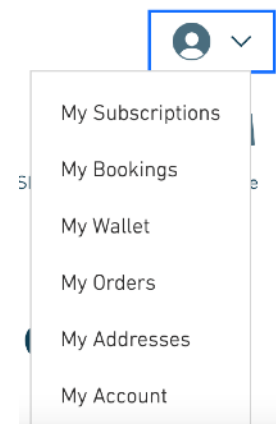
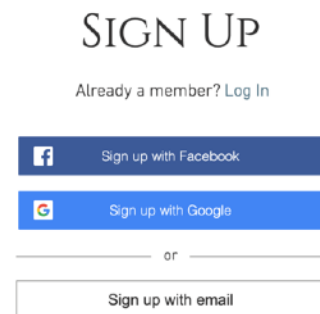
- Sessions that were booked via a pricing plan may be cancelled ***right up until the time of your appointment and will automatically be added back to your pricing plan.***
- Sessions that were NOT booked via a pricing plan must be cancelled ***at least 24 hours prior to the appointment. We recommended that you consider rescheduling your appointment for a later date instead, which can be done right up until the time of your appointment.*** In order to receive a refund for a cancellation you must email [TranquilityCenter.EES@gmail.com](mailto:TranquilityCenter.EES@gmail.com) to notify us of your cancellation and request for refund.

### Instructions for Cancelling an Appointment:

1. Click on the “Log In” icon in the upper right corner of our website.
2. If you’ve already created an account with us, click “Log in” (a login button will then appear for you to use). Otherwise, please create an account by selecting “Sign up with email” and **be sure to use the same email that you booked your appointment with.**

*Please know that we do not sell or use your personal data except to communicate with you about Tranquility Center appointments & events.*

3. Once logged in, you will see a down arrow next to the account icon, click on that to get the menu to appear.
4. Select “My Bookings”



5. Find the appointment you wish to change. Click on down arrow next to “Reschedule”. Then click on “Cancel”

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[My Subscriptions](#)   [My Bookings](#)   [My Wallet](#)   [My Orders](#)   [My Addresses](#)   [My Account](#)

## MANAGE YOUR BOOKINGS

View, reschedule or cancel your bookings and easily book again.

Time Zone: Pacific Daylight Time (PDT)

[Upcoming](#)

[History](#)

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November 1, 2022, 9:00 am

(90 min) EESystem Group Session

[Reschedule](#)



6. Confirm that you wish to cancel the appointment.

[Reschedule](#)

[View More Details](#)

[Cancel](#)

