How to Cancel a Session - For Students

NOTE: Canceling a weekly appointment will cancel all future weekly appointments as well.

How to Cancel:

1. Click the session you would like to cancel.

2. Select the three dots in the upper right-hand corner.

3. Select "Cancel Session".

4. Explain why you are canceling the session.

5. Once confirmed, you will receive a notification within the Penji platform indicating that your session has been canceled. Additionally, an email notification will be sent to you confirming the cancellation. The session details will also be removed from your calendar.
The image above is an example of a cancellation email.