

# When is the form due?

| Day of appointment | Form is due by 8am on                                 |
|--------------------|---|
| Monday             | The previous Friday                                   |
| Tuesday            | The previous Friday                                   |
| Wednesday          | Monday on the the week in which the meeting occurs    |
| Thursday           | Tuesday on the the week in which the meeting occurs   |
| Friday             | Wednesday on the the week in which the meeting occurs |