

St. Susanna School

Withdrawal Policy:

The cost of your child's education is a full school year expense. Please understand that books and teaching supplies and materials are purchased, teachers and support staff are hired, and classrooms are prepared in anticipation of each student's full-year enrollment. As a result, Saint Susanna School has established specific policies and guidelines regarding students who withdraw from the school.

Examples

Withdraw before July 31st	Payment due: July
Withdraw from 1st day of August to before 1st day of school year	Payments due: July and August
Withdraw from 1st day of school through December 15th	Payment due: July 1 through the end of the month of withdrawal
Withdraw after December 15th	No Refund

Written notification must be submitted at the School Office at least two weeks before the effective date of withdrawal. Without this notification period, an additional month's tuition must be paid. Tuition must be current and up to date before a refund can be processed, which means School records cannot be released or sent to any other institution. There is no tuition refund for students who are dismissed for disciplinary reasons.