



St. Susanna Parish School Admissions/Withdrawal Policy

Admissions Policy

The St. Susanna Parish School Admission policy is intended to ensure a fair and consistent enrollment process at St. Susanna Parish School. Priorities are not meant to discourage registration. St. Susanna Parish School admits students of any race, sex, color, nationality and/or ethnic origin and does not discriminate on this basis in the administration of this policy. As a condition to admission at St. Susanna Parish School, all parents or guardians of students, as well as the students, must agree to abide by the policies of St. Susanna Parish School in effect at the time of admission, and as subsequently amended, for the duration of enrollment. If the number of applicants exceeds the number of possible seats in any given grade, the school and parish administration will review the applications to determine admission.

Discretionary review is reserved to the School Principal and the Parish's Pastor in making admission decisions.

Admission Priority

The highest registration priority will be given to current students enrolled at St. Susanna Parish School whose families qualify for Active Parish Membership (definition below). All currently enrolled students at St. Susanna Parish School shall be automatically registered for the following school year unless a parent or guardian submits a written intent not to return. Tuition must be current to receive this priority. Admission priority shall then be as follows:

1. Children from families who have Active Parish Membership and who presently have other children enrolled in St. Susanna Parish School.
2. Children from families who have Active Parish Membership and who had at least one (1) sibling who previously attended St. Susanna Parish School.
3. Children from families who have Active Parish Membership who do not have siblings presently enrolled at St. Susanna Parish School. This priority may include

families who are moving into the area and can demonstrate that they qualified as having Active Parish Membership at their previous parish.

4. Children from families who are parishioners of St. Susanna Parish but do not qualify for Active Parish Membership.

5. Children from families who are registered parishioners of another Archdiocesan Catholic parish.

6. Children of non-parishioners.

Order of Admission/Establishment of a Waiting List

If the number of applicants exceeds the number of possible seats in any given grade, the school and parish administration will review the applications to determine admission. Discretionary review is reserved to the School Principal and the Parish's Pastor in making admission decisions. Due to limited class sizes, a waiting list may be established by the School when the number of applications received exceeds the available seats in any given class. Within each of the above priority groups, the order of admission is based on the date of receipt of the application, first to Catholic students, then to non-Catholic students.

Definition of Active Parish Membership

Active Parish Membership includes the following:

1. *The family, parent(s), or guardian(s) have registered as parishioners at St. Susanna Parish; and*
2. *The family, parent(s), or guardian(s) regularly attend mass at St. Susanna Parish; and*
3. *The family, parent(s), or guardian(s) regularly provide financial contributions and/or support to the parish; and*
4. *The family, parent(s), or guardian(s) are active participants in the community life and ministries of St. Susanna Parish.*

*Please note, in accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before August 1st of the year of admittance.

Applicants who turn five between August 2nd and September 30th shall be considered underage candidates for kindergarten. Parents may register these students; however, an early entrance screening will be scheduled at the school. The final decision on accepting an underage candidate is at the discretion of administration. If the student is accepted, the underage candidate will begin on a trial basis. Any student that turns five on or after October 1st will not be considered as a candidate for kindergarten. No children who turn six after January 1st will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Withdrawal Policy

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

Written notifications must be submitted to 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. Discretionary review is reserved to the School Principal and the Parish's Pastor for any exceptions to this policy. 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.

Please see tuition due below based on withdrawal date:

Student withdrawal received between May 21, 2026 (last day of the current school year) and July 1, 2026	Tuition payment due: One month
Student withdrawal received between July 1, 2026 and the first day of school	Tuition payment due: Two months
Student withdrawal received between first day of school and end of first trimester	Tuition payment due: Six months
Student withdrawal after first trimester	Tuition payment due: Full tuition

Last Reviewed: October 2025