



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0435/2023

Date: 19.09.2023

NOTICE

Subject: Payment of 40% Tuition Fee, Course ADD/DROP & Semester withdrawal of Pharmacy Dept.

STUDENTS OF SEU

FALL 2023 Semester

In accordance with the approval of the University Management, all concerned are hereby requested to take the following information into consideration for all students of Pharmacy Department:

SL. No.	Particular/Details	Time Limit	Amount/Percentage Have to paid
01	Last date of payment without late fine	Sep. 27, 2023	1 st Installment (40%) of the running semester
02	Last date for course ADD/DROP	Oct. 02, 2023	1 st Installment (40%) of the running semester with late Fine
03	Payment with late fine Tk.500.00	Sep. 28 - Oct 05, 2023	1 st Installment (40%) of the running semester with late Fine
04	Last date of semester withdrawal	Oct. 09, 2023	with Full Adjustment
05	Last date of semester withdrawal	Oct. 12, 2023	with 50% adjustment

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from **October 06, 2023**.
02. Hence, all the students are advised to add or drop their courses, complete the registration and pay 40% on or before **September 27, 2023** to avoid late fine.

Md. Kamal Uddin
Deputy Registrar (Academic)

Copy for action:

1. Chair, Pharmacy
2. Director, Finance
3. Controller of Examinations
4. Director, BCPR (with a request to upload it to the SEU Facebook page)
5. Director IT, Additional Charge (with a request to upload it to the SEU website)
6. Coordinators of Pharmacy Department
7. Officer-In-Charge (Admission & Promotion)
8. Program Officer, Pharmacy Dept. (with a request to circulate it to Notice Board/s)

For Information:

1. Dean, SSE
2. Director, IQAC
3. Secretary, BOT, SEUT
4. PA to Hon'ble Vice Chancellor
5. PA to Hon'ble Adviser, BOT, SEUT
6. PA to Registrar
7. Office File.