



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/R-0402/2023

Date: 03.08.2023

NOTICE

Subject: Revised notice for Payment of Tuition Fee, Course ADD/DROP and Semester Withdrawal

STUDENTS OF SEU

Summer 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 Undergraduate and Master's Programs students (Except Pharmacy & Law Departments):

SL. No.	Particular/Details	Time Limit	Amount/Percentage Have to paid
01	Last date of payment without late fine	August 06, 2023	1 st Installment (40%) of the running semester
02	Payment with late fine Tk.500	August 07-10, 2023	Do
03	Last date of semester withdrawal	August 08, 2023	With Full Adjustment
04	Last date of semester withdrawal	August 23, 2023	with 50% adjustment

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from August 11, 2023.
02. Hence, all the students are advised to add or drop their courses and complete the registration and 40% payment before August 06, 2023 in order to avoid the late fine.

Md. Kamal Uddin

Deputy Registrar (Academic)

Copy for action:

1. All-Academic Chairs, Directors (BBA & MBA)
2. Director Finance
3. Controller of Examinations
4. Director BCPR (with a request to upload it to the SEU Facebook page)
5. Director IT (In charge, with a request to upload it to the SEU website)
6. All Coordinator
7. Officer-In-Charge (Admission & Promotion)
8. All Program Officers(with a request to circulate it to Notice Board/s)

For Information:

1. All Deans
2. Chief Coordinator (CC), BoT, SEUT
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