



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0481/2023

Date: 05.11.2023

NOTICE

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

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 **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	15 th November 2023	1 st Installment (40%) of the running semester
02	Payment with late fine Tk.500	November 16-22, 2023	---
03	Last date of semester withdrawal	December 05, 2023	With Full Adjustment
04	Last date of semester withdrawal	December 20, 2023	With 50% Adjustment

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from November 23, 2023.
02. Hence, all the students are advised to add/drop their courses, complete the registration and pay 40% on or before November 15, 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 IT, Additional Charge (with a request to upload it to the SEU website)
5. All Coordinators
6. Senior Officer (Admission & Promotion)
7. Officer, BCPR (with a request to upload it to the SEU Facebook page)
8. All Program Officers(with a request to circulate it to Notice Board/s)

For Information:

1. All Deans & Director IQAC
2. Secretary, BoT, SEUT
3. PA to Hon'ble Vice Chancellor
4. PA to Hon'ble Adviser, BoT, SEUT
5. PA to Registrar
6. Office File