



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/OFO/0584/2024

Date: 07.05.2024

OFFICE ORDER

Subject: Appearing Exams without Clearing Dues

131st Board Meeting of SEU Trust was held on **29th April 2024**. The following decisions were taken regarding payment of Outstanding Tuition and appearing in the exams.

1. From **Spring 2024**, students shall not be allowed to sit for the Final Exam without paying off **100% outstanding tuition** and without Admit Card.
2. Students must pay off 70% Tuition Fees before Mid-Term Exam.
3. Students must pay 20% Tuition Fees during admission, 20% during Registration, 30% before Mid-Term Exam and 30% before Final Exam in their **1st Semester (newly admitted)**. From **2nd Semester onward**, they will pay 40% during Registration, 30% before Mid-Term and 30% before Final Exam.
4. **20% Tuition Fees along with Admission Fees** taken at the time of admission in the 1st Semester will **not be refundable** and it will be mentioned in the admission form.
5. **'I' Grade will not be recorded** in the Transcript to indicate outstanding dues from **Spring 2024 Semester**.

Department Chairs and Academic Coordinators will ensure that students are not allowed to sit for the Final Exam without clearing 100% Tuition Fees and without Admit Card. **Admit Card must be checked properly to ensure authenticity**. Notices will be posted across the Campus and will be read out in classes with the above instructions.

Maj Gen Kazi Fakhruddin Ahmed, SPP, psc (Retd)
Registrar

Copy for action:

1. All Deans & Director IQAC
2. All Academic Chairs, Program Directors (BBA, MBA & MDS)
3. Director Finance
4. Director IT, Additional Charge (with a request to upload it to SEU website and circulate it to all)
5. Technical Lead, IT
6. Officer (Admission & Promotion)

Copy For Information:

1. Additional Registrar
2. Director, Operation, SEUT
3. Secretary, BoT, SEUT
4. PA to Hon'ble Vice Chancellor (Acting)
5. PA to Hon'ble Adviser, BoT, SEUT
6. PA to Registrar
7. Office File