



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0323/2023

Date: 09.03.2023

NOTICE

Subject: Payment of Tuition Fee, Course ADD/DROP, Semester withdrawal

STUDENTS OF SEU

Spring 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	March 23, 2023	1 st Installment (40%) of the running semester
02	Payment with late fine Tk.500	March 24-31, 2023	Do
03	Last date of semester withdrawal	April 04, 2023	With Full Adjustment
04	Last date of semester withdrawal	April 18, 2023	with 50% adjustment

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from April 01, 2023.
02. Hence, all the students are advised to add or drop their courses and complete the registration and 40% payment before March 23, 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 Cordinator
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.