



# SOUTHEAST UNIVERSITY

252, Tejgaon Industrial Area, Dhaka-1208, Bangladesh

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Ref: SEU/ACAD/NOTICE/0552/2024

Date: 20.02.2024

## NOTICE

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

**STUDENTS OF SEU**

**Spring 2024 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 | 6 <sup>th</sup> March 2024 | 1 <sup>st</sup> Installment (40%) of the running semester |
| 02      | Payment with late fine Tk.500          | March 07-12, 2024          | ---   |
| 03      | Last date of semester withdrawal       | March 18, 2024             | With Full Adjustment                                      |
| 04      | Last date of semester withdrawal       | March 21, 2024             | With 50% Adjustment                                       |

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from March 13, 2024.
02. Hence, all the students are advised to add/drop their courses, complete the registration and pay 40% on or before March 06, 2024 in order to avoid the late fine. Newly undergraduate students (from Spring 2024 Semester) will pay 20% tuition fee for registration during admission.

**Md. Kamal Uddin**

Deputy Registrar (Academic)

**Copy for action:**

1. All-Academic Chairs, Directors (BBA & MBA)
2. Director Finance
3. Controller of Examinations
4. Deputy 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. All Coordinators
7. Officer (Admission & Promotion)
8. Concerned Program Officers (with a request to circulate it to Notice Board/s)

**For Information:**

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