



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0557/2024

Date: 03.03.2024

NOTICE

Subject: Notice for Payment of Tuition Fee, Course ADD/DROP and Semester Withdrawal of Pharmacy & LAW Departments.

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 of **Pharmacy & Law Departments**:

SL. No.	Particular/Details	Time Limit	Amount/Percentage Have to paid
01	Last date of payment without late fine	March 17, 2024	1 st Installment (40%) of the running semester
02	Last date for course ADD/DROP	March 7, 2024	1 st Installment (40%) of the running semester
03	Payment with late fine Tk.500	March 18 - 21, 2024	---
04	Last date of semester withdrawal	March 22, 2024	With Full Adjustment
05	Last date of semester withdrawal	March 31, 2024	With 50% Adjustment

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from **March 22, 2024**.
02. Hence, all the students are advised to add/drop their courses, complete the registration and pay 40% on or before **March 17, 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. Academic Chairs (Pharmacy & LAW)
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 (LAW & Pharmacy)
7. Officer (Admission & Promotion)
8. Concerned Program Officers (with a request to circulate it to Notice Board/s)

For Information:

1. Deans (SSE & SASS) & 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