SOUTHEAST UNIVERSITY

252, Tejgaon Industrial Area, Dhaka-1208, Bangladesh
Tel : +8802226603610-7, Ext: 121-124, Fax: 880-2-55034109, 55034107, E-mail: info@seu.edu.bd

Ref: SEU/ACAD/NOTICE/0627/2024   Date: 07.07.2024

NOTICE

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

STUDENTS OF SEU	Summer 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 Course ADD/DROP	July 14, 2024	---
02	Last date of payment for registration without late fine	18th July 2024	1st Installment (40%) of the running semester
03	Payment with late fine Tk.500 for registration	July 19-25, 2024	---
04	Last date of semester withdrawal	July 28, 2024	With Full Adjustment
05	Last date of semester withdrawal	August 01, 2024	With 50% Adjustment

01. Additional Tk. 50/- per day has to be paid as penalty along with late fine Tk.500/- from **July 26, 2024.**

02. Hence, all the students except newly admitted undergraduate students are advised to complete the registration and pay 40% **on or before July 18, 2024** in order to avoid the late fine. **Newly admitted undergraduate** students of Summer 2024 Semester will pay **remaining 20%** tuition fee **by 18th July 2024.**

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. Deputy Director, BCPR (with a request to upload it to the SEU Facebook page)
6. All Coordinators
7. Officer In Charge (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 Vice Chancellor
6. PA to Pro Vice Chancellor
7. PA to Registrar
8. Office File