



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/NOTICE/0324/2023

Date: 09.03.2023

NOTICE

Subject: Payment of Tuition Fee, Course ADD/DROP, Semester withdrawal of Pharmacy & Law Departments

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 the students of Undergraduate & Masters Programs of Law & Pharmacy Departments:

No.	Particular/Details	Time Limit	Amount/Percentage Have to paid
01	Last date of payment without late fine	March 30, 2023	1 st Installment (40%) of the running semester
02	Payment with late fine Tk. 500	March 31- April 06, 2023	Do
03	Last date of semester withdrawal	April 06, 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 07, 2023.
02. Hence, all the students of Law & Pharmacy Department are advised to ADD/DROP their courses and complete the registration and 40% payment by March 30, 2023 in order to avoid the late fine.

Md. Kamal Uddin
Deputy Registrar (Academic)

Copy for action:

1. Chair of Pharmacy & Law
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. Coordinators of Pharmacy & Law
7. Officer-In-Charge (Admission & Promotion)
8. All Program Officers(with a request to circulate it to Notice Board/s)

For Information:

1. Dean, SASS
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.