Ref: SEU/ACAD/NOTICE/0638/2024   **Date: 24.07.2024**

Notice

Subject: Revised Notice for Payment of Tuition Fees, Course ADD/DROP and Semester Withdrawal (Except Pharmacy & Law) Summer 2024.

In accordance with the approval of SEU Management, all concerned are hereby informed that the deadline for payment of the 1st installment (40%) **without late fee** has been extended to **31 July 2024.** The revised payment schedule is as follows:

SL. No.	Particulars/Details	Time Limit	Amount/Percentage have to paid
01	Last date of course ADD/DROP	July 29, 2024	------
02	Last date of payment for registration without late fine	July 31, 2024	1st Installment (40%) of the running semester
03	Payment with late fine Tk.500 for registration	August 01-04, 2024	------
04	Last date of semester withdrawal	August 06, 2024	With Full Adjustment
05	Last date of semester withdrawal	August 08, 2024	With 50% Adjustment

01. An additional penalty of Tk. 50 per day will be charged, along with a late fine of Tk. 500, starting from **August 05, 2024.**

02. All students, except newly admitted undergraduates, are advised to complete their registration and pay 40% of their tuition by **July 31, 2024**, to avoid late fee. Newly admitted undergraduate students for the **Summer 2024** semester must pay the remaining 20% of their tuition by **July 31, 2024.**

Md Kamal Uddin
Deputy Registrar (Acad.)

Copy for action:

1. All-Academic Chairs & Directors (BBA, MBA & MDS)
2. Director Finance
3. Controller of Examinations
4. All Coordinators
5. Directors IT, Additional Charges (with a request to upload it to the SEU website)
6. Deputy Director, BCPR (with a request to upload it to the SEU Facebook page)
7. Officer In Charge (Admission & Promotion)
8. Concerned Program Officers (with a request to circulate it to Notice Board/s)

Copy for Information:

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