



SOUTHEAST UNIVERSITY

252, Tejgaon I/A Dhaka-1208

Tel:8802226603610-17, E-mail: info@seu.edu.bd

Ref: SEU/ACAD/NOTICE/R-0638/2024

Date: 31.07.2024

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 12 August 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	August 11, 2024	-----
02	Last date of payment for registration without late fine	August 12, 2024	1 st Installment (40%) of the running semester
03	Payment with late fine Tk.500 for registration	August 13-18, 2024	-----
04	Last date of semester withdrawal	August 20, 2024	With Full Adjustment
05	Last date of semester withdrawal	August 25, 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 19, 2024**.
02. All students, except newly admitted undergraduates, are advised to complete their registration and pay 40% of their tuition by **August 12, 2024**, to avoid late fee. Newly admitted undergraduate students for the **Summer 2024** semester must pay the remaining 20% of their tuition by **August 12, 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. Director IT, Additional Charge (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